



New York Real Estate Standard Operating Procedures

Pursuant to New York State law §442-H, Expert Homes NY is required to publish its Standard Operating Procedures that detail prerequisites that all prospective home buyers (“Prospective Buyers”) must meet before they receive services from any agent or broker at Expert Homes NY.

Expert Homes NY agents must & will implement these pre services procedures uniformly with respect to any and all Prospective Buyer(s).

- **Prospective Buyer Identification.** Expert Homes NY does not require Prospective Buyers to provide identification to work with a Expert Homes NY agent. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Expert Homes NY offices if required by the building’s security, (ii) attend an open house or showing at the direction of a homeowner or listing agent, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.
- **Buyer Representation Agreement.** Expert Homes NY does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with a Expert Homes NY agent, however, a prospective buyer and Expert Homes NY agent may agree to utilize an exclusive buyer representation agreement.
- **Prospective Buyer Evidence of Pre-Approval.** Expert Homes NY does not require/ mandate Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Expert Homes NY agent; however, a third party, including a seller or listing agent, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.