



## STANDARDIZED OPERATING PROCEDURES FOR RESIDENTIAL PURCHASERS OF REAL ESTATE

At Charles Rutenberg Realty, Inc. our Real Estate Agents are required, pursuant to Real Property Law §442-H, to uniformly apply their Brokerage's Standard Operating Procedure (SOP) when qualifying potential purchasers.

When working with a prospective purchaser, Charles Rutenberg Realty, Inc.:

- (1) **does** require identification from prospective purchasers
- (2) **does not** require purchasers to sign an exclusive brokerage agreement, but they will be reviewed
- (3) **does** require a pre-approval for a mortgage loan or proof of funds from prospective buyers; pre-approvals/proof of funds will be required on or before an offer is placed on a property \*

\*Although Broker may not require such information prior to showing a property, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.