



## **New York Real Estate Standard Operating Procedures**

Pursuant to New York State law, Donawald Realty is required to publish its Standard Operating Procedures

that detail prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before

they receive services from a New York Donawald Realty agent.

New York Donawald Realty agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

- **Prospective Buyer Identification.** Donawald Realty does not require Prospective Buyers to provide identification to work with a Donawald Realty agent. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Donawald Realty 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.** Donawald Realty does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with a Donawald Realty agent, however, a prospective buyer and Donawald Realty agent may agree to utilize an exclusive buyer representation agreement.
- **Prospective Buyer Evidence of Pre-Approval.** Donawald Realty does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Donawald Realty 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.

April 10, 2022