New York Real Estate Standard Operating Procedures

Pursuant to New York State law, Tri State Commercial® 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 Tri State Commercial® Realty agent.

Tri State Commercial® Realty agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

* **Prospective Buyer Identification**. Tri State Commercial® Realty does not require Prospective Buyers to provide identification to work with a Tri State Commercial® Realty agent. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Tri State Commercial® 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**. Tri State Commercial® Realty does not require Prospective Buyers to sign a buyer representation agreement before engaging with a Tri State Commercial® Realty agent, however, before going on a tour of a property with a Tri State Commercial® Realty agent, a prospective buyer must sign an exclusive or non-exclusive buyer representation agreement.
* **Prospective Buyer Evidence of Pre-Approval.** Tri State Commercial® Realty does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Tri State Commercial® 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.