



Sovereign Realty of NY, Inc.

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STANDARD OPERATING PROCEDURES

Sovereign Realty of NY, Inc.
FOR

PROSPECTIVE HOMEBUYERS

Shanic Baran

Principal Owner,
Lic. Real Estate Broker



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The purpose of this ***Standard Operating Procedures for Prospective Homebuyers*** is to inform you of the requirements you must meet in order for our realtors/sales agent to serve you.

1. Photo Identification

Prospective buyers are not required to show photo identification in order to receive service from an SRNY realtor/sales agent however, individual property owners, managing agents, and listing brokers may require identification prior to entering a property. In the event this situation arises, we will communicate this information to the prospective buyer(s).

2. Exclusive Broker Agreement

Prospective buyers are not required to sign an Exclusive Transaction Buyer Broker Agreement.

3. Pre-Approval Letter OR Proof of Funds

Prospective buyers are required to provide the Realtors/Sales Agents with a Pre-Approval Letter OR Proof of Funds (*if purchasing without financing*) from a financial institution.

In addition to the above-mentioned, property owners are free to set their own qualifying criteria so as long as it is non-discriminatory.