



Standard Operating Procedure for Purchasers of Real Estate

Prospective Homebuyer(s):

Please be advised that, per New York State Law, at your first substantive contact with a **Keller Williams NY Realty** agent you will be presented with, and asked to sign, an Agency Disclosure form, and a NYS Housing and Anti-Discrimination disclosure form.

In addition, prior to receiving services, the Broker:

Requires Does not require - 1. Prospective Buyer Client to show identification*

Requires Does not require - 2. Exclusive Buyer Broker agreement**

Requires Does not require - 3. Pre-approval for a mortgage loan /Proof of funds*

*A seller of real estate may also require this information prior to your viewing the property and/or as part of any purchase offer you may choose to submit.

**The terms of the Exclusive Buyer Broker agreement will be negotiated between you and your agent and will enable our agent to provide you with the fullest range of available properties for your consideration. Should you choose not to complete an Exclusive Buyer Broker agreement you will be asked to sign a waiver of same.