

New York Real Estate Standard Operating Procedures

Manchester Real Estate (Manchester Real Estate) as a broker of residential real estate is required by New York State Law to adopt Standard Operating Procedures (“SOPs”) Manchester Real Estate and its real estate licensees operating in New York State shall uniformly apply regarding prospective buyers prior to receiving any services.

These SOPs are:

1. Manchester Real Estate does not require prospective buyers to provide identification to begin work with a Manchester Real Estate licensee.
2. Manchester Real Estate does not require prospective buyers to enter into an exclusive buyer representation agreement to begin work with a Manchester Real Estate licensee. However, a prospective buyer and a Manchester Real Estate licensee may mutually agree to enter into an exclusive buyer representation agreement.
3. Manchester Real Estate does not require prospective buyers to provide proof of a mortgage pre-approval as a condition to begin work with a Manchester Real Estate licensee. However, Sellers may require a mortgage pre-approval and/or other requirements when allowing prospective buyers to enter their homes or when reviewing offers, in which case a Manchester Real Estate licensee will make such requirements known to prospective buyers in the course of working with prospective buyers.