



New York Real Estate Standard Operating Procedures

Pursuant to New York State law, Maureen Folan Real Estate Group 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 Maureen Folan Real Estate Group agent.

New York Maureen Folan Real Estate Group agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

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