

Ridge & Valley RE Corp. Standard Operating Procedures

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Ridge & Valley RE Corp. (Ridge & Valley Real Estate) as a broker of residential real estate is required by New York State Law to adopt Standard Operating Procedures ("SOPs") that Ridge & Valley 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. Ridge & Valley Real Estate does not require prospective buyers to provide identification to begin work with a Ridge & Valley Real Estate licensee.
2. A Buyer Representation Agreement is required prior to showing a property. A buyer customer will be asked if they have executed an exclusive buyer representation agreement with another brokerage, but such an exclusive agreement is not required in order to be provided property information or to schedule showings. No agreement is required in order to enter a Public Open House hosted by Ridge & Valley Real Estate.
3. Ridge & Valley Real Estate does not require prospective buyers to provide proof of mortgage preapproval as a condition to begin work with a Ridge & Valley 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 Ridge & Valley licensee will make such requirements known to prospective buyers in the course of working with prospective buyers.