



## Disclosure to Buyer Regarding Standard Operating Procedures

**On December 21, 2021, New York Real Property Law section 442-h (rules of the Secretary of State relating to real estate brokers and salespersons) was amended to require, in part, that real estate brokers “institute standardized operating procedures for the prerequisites prospective homebuyers must meet prior to receiving any services.”**

RE/MAX Capital, our associated licensees, and teams are required to adhere to the following Standard Operating Procedures:

- RE/MAX Capital does not require prospective buyers to show proof of identification.
  - RE/MAX Capital licensees may request a copy of a buyer’s identification, but it is not required.
- RE/MAX Capital does not require a mortgage pre-approval letter or proof of funds to show homes to prospective buyers.
  - The RE/MAX Capital licensee may suggest that you get a pre-approval letter and will discuss the benefits with you.
  - RE/MAX Capital **WILL** require a pre-approval letter or proof of funds upon submitting a purchase offer.
- RE/MAX Capital **DOES** require a signed EXCLUSIVE Buyer Agency Compensation Agreement.
  - The RE/MAX Capital licensee you are working with will REQUIRE you to sign an Exclusive Buyer Agency Compensation Agreement BEFORE touring homes.
  - The duration and compensation details within the Exclusive Buyer Agency Compensation Agreement are fully negotiable and not set by law.
  - The RE/MAX Capital licensee may suggest signing a short-duration Exclusive Buyer Agency Compensation Agreement prior to signing a longer-duration agreement.

Although RE/MAX Capital has set forth the Standard Operating Procedures as required above, a seller of real estate may require this information prior to showing the property and/or part of any purchase offer. If any of these items are required by the seller, then our licensee will discuss this with you.

_____	_____
BUYER SIGNATURE	DATE
_____	_____
BUYER SIGNATURE	DATE
_____	_____
AGENT SIGNATURE	DATE