

RE/MAX IN MOTION
Trusted Real Estate Advisors
412 E Upland Road, Ithaca NY 14850

STANDARDIZED OPERATING PROCEDURES PURSUANT TO REAL PROPERTY LAW §442-H

RE/MAX IN MOTION (the “Broker”) has made this Standardized Operating Procedure available on the websites maintained by the Broker and any licensees and teams in the organization. RE/MAX In Motion has copies of these Standardized Operating Procedures available to the public upon request at Broker’s office location.

Please be advised that RE/MAX In Motion, NYS Licensed Real Estate brokerage and all of their NYS Licensed real estate agents conduct business using the following procedures:

1. RE/MAX In Motion agent will, upon first substantive contact with buyer and seller prospects share and explain the NYS Agency Disclosure Form for Buyer and Seller and the NYS Housing Discrimination Disclosure Form.
2. RE/MAX In Motion agents will share their real estate license pocket card identification as verification to all prospective clients.
3. RE/MAX In Motion agents will verify the name (s) of all prospective buyer and seller clients.
4. RE/MAX In Motion when working with sellers to list their homes on the market they will share and explain the exclusive right to sell agreement, except in special circumstances when seller and agent have a written agreement for an off market exclusive.
5. RE/MAX In Motion agents will confirm prospective buyer clients are NOT in a contractual relationship with another agent, during their first substantive real estate conversation. The agents may also share the benefits of exclusive buyer representation, explaining the agent’s fiduciary duty to represent the buyer(s) through the entire process of the property transfer.
6. RE/MAX In Motion agents will confirm that all prospective buyer clients are qualified to purchase homes. Please understand there are property owners who will require bank letters, pre-qualifications and proof of funds to be in writing, prior to showings.
7. RE/MAX In Motion agents conduct business by adhering to our local, state & national REALTOR association guidelines and the REALTOR Code of Ethics.

Acknowledgement of Broker’s Broker:

Lindsay Hart:
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Melissa Miller Fedrizzi
NYS Licensed Broker #10491209900

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