

## **Statement of Standard Operating Procedures to Comply with New York Law**

We are committed to serving potential purchasers fully in compliance with New York and Federal anti-discrimination and Fair Housing laws. Accordingly, none of our agents shall impose any of the following prior to rendering services to a buyer client or customer, except as stated below:

- 1. Identification** – Prospective clients and customers are not required to show identification prior to being provided with property information or scheduling showings.
- 2. Buyer Representation Agreement** – 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. However, such an exclusive agreement is not required in order to receive property information or schedule showings. No agreement is required in order to enter an open house hosted by our Brokerage.
- 3. Mortgage Pre-Approval or Pre-Qualification** – A pre-approval or pre-qualification for a mortgage loan is not required to receive property information, schedule a showing, be shown property, or make an offer to purchase. An agent may recommend that a buyer obtain a pre-qualification or pre-approval for a mortgage to increase the chances of having the offer accepted by a seller or to meet a requirement imposed by the seller. However, since New York law requires all offers and counteroffers to be presented, an agent will present an offer from a buyer regardless of whether it is accompanied by a pre-qualification or pre-approval letter and regardless of whether the seller attempts to impose such a requirement.

Should you believe that one of our agents is not following these procedures, please contact us at:

**Tel:** 347-725-3142

**Email:** [info@PrimeAmericaNY.com](mailto:info@PrimeAmericaNY.com)

**Office Address:** 61-23 Fresh Pond Road, Queens, NY 11379

Dated: January 1, 2025