



COLDWELL BANKER

**VILLAGE GREEN
REALTY**

Standard Operating Procedures

Qualifying of Homebuyers and Sellers

IDENTIFICATION: Coldwell Banker Village Green Realty (CBVGR) does not have a company policy requiring that its Sales Agents, or Associate Brokers or any member of staff obtain identification or proof of U.S. citizenship from Buyers or Sellers prior to showing property or entering into an agreement to list property.

PREQUALIFICATION: Coldwell Banker Village Green Realty does not have a company policy requiring that its Sales Agents, or Associate Brokers obtain a letter of prequalification/pre-approval for a mortgage or home loan or proof of funds prior to showing a property available for sale, however it is advisable that the prospective purchasers of real estate contact a lender prior to enlisting the services of a licensed real estate agent so that they are in the strongest position to present an offer acceptable to a Seller should they identify a property for which they would like to present an offer. It should be noted that sellers of real property may require a mortgage prequalification.

EXCLUSIVE BUYER CONTRACTS: Coldwell Banker Village Green Realty does not require that a prospective Buyer of Real Estate enter into an Exclusive Right to represent Buyer contract prior to showing a property available for sale.

As independent contractors, Sales Agents and Associate Brokers may explain the benefits of working under such an agreement and as such, we provide them with a contract should they choose to present it to their customers for their consideration.

NY STATE REQUIRED DISCLOSURES:

New York State Law requires real estate licensees who are acting as agents of buyers or sellers of property to advise the potential buyers or sellers with whom they work of the nature of their agency relationship and the rights and obligations it creates. As such it is also the policy of Coldwell Banker Village Green that all licensees present all Buyers, Sellers, Landlords and Tenants with the NEW YORK STATE DISCLOSURE FORM, furnished by the Department of State FOR BUYER AND SELLER and/or LANDLORD AND TENANT upon first substantive contact.

Pursuant to New York State Law all licensees associated with Coldwell Banker Village Green Realty are required to provide to a prospective purchaser, tenant, seller, or landlord upon first substantive contact a disclosure notice furnished by the Department of State, containing substantive provisions of the New York State Human Rights Law which may be provided by email, text, electronic messaging system, facsimile, or hardcopy. An electronic communication containing a link to the required disclosure notice shall be permissible, provided the communication also contains text to inform the prospective purchaser, tenant, seller, or landlord that the link contains information regarding the New York State Human Rights Law. Oral disclosure does not satisfy the requirements of either the Law or of Coldwell Banker Village Green Realty.