



# Standard Operating Procedures

**As per New York State law, all real estate brokers and their associated licensees are required to uniformly follow their Brokerage's Standard Operating Procedures pertaining to prospective buyers.**

The Standard Operating Procedures (SOP) established for Leslie J. Garfield & Co., Inc Real Estate's licensed associate real estate brokers and license real estate salespersons are as follows:

- Prospective buyers are not required to show ID, prior to being shown a property.
- Prospective buyers are not required to sign an exclusive brokerage agreement, prior to being shown a property.
- Prospective buyers are not required to have pre-approval for a mortgage loan, prior to being shown a property.

Please note that situations may arise where the instructions of a property owner (seller) or another real estate broker (seller's listing agent) may vary from Leslie J. Garfield & Co., Inc Real Estate's SOP, as outlined above. In such case, Leslie J. Garfield & Co., Inc Real Estate may be obligated to follow the instructions of the seller/seller's listing agent, even if those instructions are contrary to Leslie J. Garfield & Co., Inc Real Estate's SOP.