



New York Real Estate Standard Operating Procedures

Standardized Operating Procedures for Purchasers of Real Estate Pursuant to Real Property Law §442-H

Pursuant to New York State Law, MNS is required to make its Standardized Operating Procedures available to the public.

Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from MNS:

- **Prospective Buyer Identification** - MNS does not require Prospective Buyers to provide identification to work with an MNS agent. However, Prospective Buyers may be required to show photo identification upon attending an open house or showing, as requested by property owners (individuals, sponsors or developers), managing agents, and/or certain listing brokers. MNS agents will communicate this information to Prospective Buyers when such a situation arises.
- **Buyer Representation Agreement** - An exclusive buyer representation agreement is not required to work with agents of MNS.
- **Prospective Buyer Evidence of Pre-Approval** - A pre-approval for a mortgage loan is not required to work with MNS, per se, however, property owners (individuals, sponsors or developers), managing agents, and/or certain listing brokers may require proof of pre-approval. Should this be a requirement, MNS agents will communicate this information to Prospective Buyers.