



Libret Real Estate, LLC. SOP (Standard Operating Procedures)

Libret Real Estate, LLC as a broker of residential, Commercial real estate is required by New York State Law to publish Standard Operating Procedures that Libret Real Estate, LLC and its real estate licensees operating in New York State shall uniformly apply regarding all prospective homebuyers prior to receiving any services.

Prospective Homebuyer Identification

Libret Real Estate, LLC does not require prospective homebuyers to provide identification to begin work with Libret Real Estate, LLC. However, prospective homebuyers may be required to show proof of Identification to (a) attend an open house or showing at the direction of a homeowner or listing agent, or (b) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.

Buyer Representation Agreement

Libret Real Estate, LLC does not require prospective homebuyers to enter into an exclusive buyer representation agreement to begin work with a Libret Real Estate, LLC licensee. However, a prospective homebuyer and Libret Real Estate, LLC licensee may mutually agree to enter into an exclusive buyer representation agreement.

Prospective Homebuyer Evidence of Pre-Approval

Libret Real Estate, LLC does not require prospective homebuyers to provide proof of a loan or a mortgage pre- approval to begin work with a Libret Real Estate, LLC licensee. However, a third party (a seller or a listing agent) may require a proof of pre-approval and/or other requirements when allowing prospective buyers to enter properties or when reviewing offers, in which case a Libret Real Estate, LLC licensee will make such requirements known to prospective homebuyers in the course of working with prospective homebuyers.

Effective January, 2024