



368a Decatur Street • Brooklyn, NY 11233-1508

Call/Text/Fax: (718) 953-2732

info@flateaurealty.com www.FlateauRealty.com

STANDARD OPERATING PROCEDURES

WHEN WORKING WITH HOMEBUYERS

If the homebuyer is a prospective client, prior to the agent showing property we require:

1. Purchaser to provide Identification to the Flateau Realty agent.
2. An Exclusive Buyer Agency Agreement.
3. Mortgage Pre-approval or Proof of Funds sufficient to cover the anticipated purchase.
4. Executed NYS Agency Disclosure Form .
5. Executed NYS Fair Housing Form.

If the homebuyer is a customer we require:

1. Purchaser to provide Identification to the Flateau Realty agent
2. Completion of a Notice of Showing or Open House registration form
3. Mortgage Pre-approval or Proof of funds if the customer decides to submit an offer.
4. Executed NYS Agency Disclosure Form prior to the agent showing property
5. Executed NYS Fair Housing Form prior to the agent showing property

Definitions

Client – A consumer with whom the firm has or will have a contractual relationship.

Customer – Any consumer making a buying decision.

Sincerely,

Richard Flateau, Broker / President