



## **New York Real Estate Standard Operating Procedures**

Pursuant to New York State law, Qwest Residential Downtown LLC is required to publish its Standard Operating Procedures that detail prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before they receive services from a Qwest Residential Downtown LLC agent.

Qwest Residential Downtown LLC agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

● **Prospective Buyer Identification.** Qwest Residential Downtown LLC does not require Prospective Buyers to provide identification to work with a Qwest Residential Downtown LLC agent. However, Prospective Buyers may be required to show proof of identification to (i) enter our Qwest Residential Downtown LLC office if required by the building’s security, (ii) attend an open house or showing at the direction of a homeowner or listing agent, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.

● **Buyer Representation Agreement.** Qwest Residential Downtown LLC does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with a Qwest Residential Downtown LLC agent, however, a prospective buyer and Qwest Residential Downtown LLC agent may agree to utilize an exclusive buyer representation agreement.

● **Prospective Buyer Evidence of PreApproval.** Qwest Residential Downtown LLC does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Qwest Residential Downtown LLC agent; however, a third party, including a seller or listing agent, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.

Effective April 20, 2022