



ROYALTY REALTY NY

Standard Operating Procedures

- Copy of a valid State Issued Driver's License must be provided by all prospective homebuyers prior to any showings.
- An exclusive Buyer representation or exclusive Broker Agreement must be completed, signed and dated by all prospective homebuyers prior to any showings.
- A valid up to date pre-approval for mortgage or proof of funds must be provided by all prospective homebuyers prior to any showings.
- All applicable covid disclosures and covid screening questionnaires must be completed, signed and dated by all prospective homebuyers prior to any showings.
- All buyer representation documents, necessary NY State disclosures and required NY State Fair Housing documents and disclosures must be completed, signed and dated by all prospective homebuyers prior to any showings.
- Valid, up to date contact information to include; phone number, current address and email address must be provided by all prospective homebuyers prior to any showings.