

CT ESTATES

New York Real Estate Standard Operating Procedures

Pursuant to New York State law, CT Estates is required to publish its Standard Operating Procedures that detail prerequisites that all prospective home buyers (“Prospective Buyers”) must meet before they receive services from a CT Estates agent.

*CT Estates agents must implement these pre-service procedures uniformly with respect to any Prospective Buyer.

* **Prospective Buyer Identification.** CT Estates does not require Prospective Buyers to provide identification to work with a CT Estates agent. However, Prospective Buyers may be required to show proof of identification to: (i) enter certain CT Estates offices 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.** CT Estates does not require Prospective Buyers to sign a buyer representation agreement before engaging with a CT Estates agent. However, before touring a property with a CT Estates agent, a Prospective Buyer must sign either an exclusive or non-exclusive buyer representation agreement.

* **Prospective Buyer Evidence of Pre-Approval.** CT Estates does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with an agent. However, a third party—including a seller or listing agent—may require proof of pre-approval prior to attending a showing, open house, or submitting an offer.