

New York Real Estate Standard Operating Procedures

Pursuant to New York State law, Christie's International Real Estate Group, LLC ("Broker") is required to publish its Standard Operating Procedures which detail prerequisites that all prospective homebuyers ("Prospective Purchasers") must meet before they receive services from a Christie's International Real Estate Group, LLC real estate licensee ("Agent").

Broker's Agents must implement these pre-service procedures uniformly with respect to any Prospective Purchaser.

1. Identification: A Prospective Purchaser does not need to present a form of identification to Broker or its Agents, in order to begin working with an Agent to purchase a home. However, Prospective Purchasers may be required to show proof of identification to (i) enter certain Christie's International Real Estate Group, LLC 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 directed by their seller.
2. Buyer Representation Agreement: A Prospective Purchaser is not required by Broker to sign an exclusive buyer representation agreement to work with an Agent of Broker. However, a Prospective Purchaser and Agent may agree to utilize an exclusive buyer representation agreement.
3. Mortgage Pre-Approval Letter: A Prospective Purchaser is not required by Broker to present a confirmation of a mortgage pre-approval or proof of funds to work with an Agent of Broker. However, a third party, including a seller or listing agent directed by their seller, may require proof of pre-approval or proof of funds, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Purchaser. A condominium or cooperative board may also require such a document in its board application.

Effective July 2022