

New York State Real Estate Standard Operating Procedures

The Virtual Realty Group must publish its Standard Operating Procedures outlining the requirements that prospective homebuyers (referred to as "Prospective Buyers") must meet in order to receive services from a licensed New York real estate agent of The Virtual Realty Group (referred to as "Agents") in compliance with New York State law.

The following steps must be applied consistently by agents to all prospective buyers:

1. **Identification:**

Prospective buyers are not required by the Virtual Realty Group to provide identification in order to work with and be represented by an agent; however, in certain reasonable circumstances, such as: (a) entering specific offices or locations if required by applicable security protocols; (b) attending property showings or open houses upon request from a property owner or listing agent; or (c) other circumstances as directed by third parties (including a seller or listing agent).

2. **Buyer Representation Agreement:**

Before dealing with and being represented by an agent, prospective buyers must sign an exclusive or non-exclusive buyer representation agreement, according to the Virtual Realty Group.

3. **Confirmation of a Loan or Mortgage Pre-Approval :**

Although certain third parties, such as sellers or their agents, may request or require such documentation as a prerequisite for attending property showings, open houses, or submitting purchase offers, the Virtual Realty Group does not require confirmation of a loan or mortgage pre-approval in order to start working with and be represented by an agent.