**Point Realty Standard Operating Procedure**

Point Realty and all its agents are required by New York State Law to uniformly apply their Brokerage’s Standard Operating Procedure (SOP) when qualifying Buyers/Renters.

Point Realty’s SOPs are as follows:

1. **Prospective Client’s IDs**: Buyers/Renters who are unaccompanied by another agent must provide identification before entering a property or making an offer. When accompanied, the accompanying agents must show their identification.

2. **Exclusive Broker Agreements**: No exclusive brokerage agreements are required for buyers/renters to work with Point Realty agents.

3. **Pre-Approval/Proof of Funds**: Proof of funds, including mortgage pre-approval when an offer includes financing, is required when making an offer to purchase/rent.

Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyers/renters, is applied uniformly and objectively to all buyers/renters and is non-discriminatory.

Paul A Gomez

Broker, Point Realty