THE MARKETING DIRECTORS

New York Real Estate Standard Operating Procedures

All Marketing Directors agents are required by State Law to uniformly apply their Brokerage's Standard Operating Procedure (SOP) when qualifying Buyers / Renters. The Marketing Directors SOPs are as follows:

1. Prospect IDs: Buyer(s)/Renter(s) are not required to provide identification to work with a Marketing Directors' agent. However, buyer(s) / renter(s) may be required to show identification to enter certain Marketing Directors' offices if required by the building's security, or to attend an open house or showing at the direction of a property owner, or as directed by a third party, including but not limited to, a seller, landlord, listing agent, sponsor / developer, or managing agent.

2. Buyer Representation Agreement: The Marketing Directors does not require Prospective Buyers to produce an exclusive buyer representation agreement to work with a Marketing Directors' agent, however, a prospective buyer may choose to utilize exclusive buyer representation.

3. Prospective Buyer Evidence of Pre-Approval: The Marketing Directors does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Marketing Directors' agent; however, a third party, including a seller, may require proof of pre-approval to be produced, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.

4. Qualifying Criteria: Property owners are free to set their own qualifying criteria so long as such criteria is established in advance of an application/offer from a buyer(s) / renter(s), is applied uniformly and objectively to all buyers / renters and is non-discriminatory. Hard copies of these Standardized Operating Procedures are available upon request at The Marketing Directors' office locations.