



4HG Real Estate
Michele DePrato-Licensed RE Broker
3439 Vestal Pkwy #343,
Vestal, NY. 13850

4HG REAL ESTATE Standard Operating Procedure

Pursuant to New York State law, 4HG Real Estate, located in Broome County, NY, is required to publish its (SOP) Standard Operating Procedures that detail prerequisites, or necessary documentation and procedures that this Broker Firm holds to that all prospective Buyers must meet before they receive services from any licensed Real Estate professionals at 4HG Real Estate.

4HG Real Estate agent(s) must implement these pre-service procedures uniformly with respect to any Perspective Buyer.

Buyer Identification: 4HG Real Estate does not require Prospective Buyers to provide identification for an agent to show them a property, however, Prospective Buyers may be required to show proof of identification (i) to enter certain offices if required by the building security, (ii) or in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.

Furthermore, in the event of submitting an offer for a property with 4HG Real Estate, all proper identification including supporting documents are required to the agent: i.e. Proof of Identification, Articles of incorporation, POA etc.

Buyer Representation Agreement: 4HG Real Estate does not require Prospective buyers to sign an exclusive buyer representation agreement to work with their agent, however, a prospective buyer and the agent may agree to utilize an exclusive buyer representation agreement. Buyer is required to sign an Agency Disclosure form at first substantive contact.

Furthermore, according to the NAR settlement, all MLS agents are now required to have a written agreement with the buyer, whenever they first work together; 4HG Real Estate requires it to be signed at first substantive contact. The agreement can be exclusive or non-exclusive. However, an agent would not be required to enter into a written agreement if they are representing the seller such as at an open house, showing an unrepresented buyer property listed by the broker or acting as a broker's agent of the seller.

Perspective Buyer Evidence of Pre-Approval or Proof of funds (POI): 4HG Real Estate does require Prospective Buyers to provide a mortgage pre-approval or Proof of funds to work with our agents, specifically to show properties and to submit an offer. In the event that the buyer says they are not yet pre-approved, however, they are working with a mortgage broker or bank, agents may choose to show the buyer a prospective property. Agent may also request to speak to the mortgage banker to verify. In addition, a third-party, including a seller or listing agent, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from a Prospective Buyer.

4HG Real Estate Broker, Michele DePrato

RACHEL L. CONKLIN
Notary Public - State of New York
No. 01CO6402690
Qualified in Broome County
Commission Expires January 13, 2028



2024