



## **STANDARD OPERATING PROCEDURE (SOP)**

All Coleman Real Estate Brokers and Salespersons are required by New York State Law to apply this Standard Operating Procedure (SOP) when qualifying Buyers/Renters

1. **Client ID:** Prospective Coleman Real Estate Team clients are required to show photo ID prior to the submission of rental applications, showing rentals or showing buyers a property.
2. **Exclusive Broker Agreement:** Exclusive brokerage agreements are not required for buyer(s)/renter(s) to work with Coleman Real Estate Team agents.
3. **Pre-Approval / Proof of Funds:** Proof of funds, including mortgage pre-approval when an offer includes financing, is required before making an offer to purchase/rent. Property owners may set their own qualifying criteria so long as such criteria is established in advance to buyers/renters.