



Michelle Gehrig | Broker Owner

(516) 546-7503 | scarolarealestate@gmail.com | scarolarealestate.com

Standardized Operating Procedures

For Prospective Residential Homebuyers

Pursuant to New York Real Property Law section 442-h, Scarola Real Estate establishes the following prerequisites for prospective homebuyers before receiving residential buyer brokerage services.

1 Identification required

Prospective buyers must provide identification before receiving buyer brokerage services.

2 Exclusive buyer representation agreement required

Prospective buyers must enter into a written exclusive buyer representation agreement with Scarola Real Estate before receiving buyer brokerage services. The agreement specifies the agreed services, term and negotiated compensation.

3 Mortgage preapproval or proof of funds required

Prospective buyers financing a purchase must provide a current mortgage preapproval letter before receiving buyer brokerage services. Cash buyers must provide current proof of sufficient funds instead of mortgage preapproval.

Fair housing disclosure

Scarola Real Estate provides the New York State Fair Housing and Anti-Discrimination Disclosure at first substantive contact.

Consistent application and public availability

These prerequisites are applied consistently to prospective buyers, subject to applicable law and legally required reasonable accommodations. A copy of these procedures is available upon request at our office.