

Saint Marks Place Standard Operating Procedures

Pursuant to New York State law, Saint Marks Place is required to publish its Standard Operating Procedures that detail prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before they receive services from a Saint Marks Place agent.

Saint Marks Place agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

- **Prospective Buyer Identification.** Saint Marks Place does not require Prospective Buyers to provide identification to work with a Saint Marks Place agent; however, Prospective Buyers may be required to show proof of identification to enter the Saint Marks Place Sales Gallery for security or similar purposes.
- **Buyer Representation Agreement.** Saint Marks Place does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with a Saint Marks Place agent.
- **Prospective Buyer Evidence of Pre-Approval.** Saint Marks Place does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Saint Marks Place agent; however, Saint Marks Place may require proof of pre-approval upon receiving an offer from the Prospective Buyer.



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