



UBS Holdings, Inc. Realty

“Meeting Your Needs, Achieving Your Goals.”

22 Community Drive, Coram NY 11727

Jackie (Broker) 917-642-8616

Wesley (Agent/ Marketing) 631-831-8497

Email: ubshinc@gmail.com

ubshrealty.com

Standard Operating Procedures for Home Buyers/ Renters

(Effective April 20th 2022)

All brokerage firms in New York State are required to institute standardized operating procedures to qualify home buyers and renters.

As required by law (s7729)

UBS Holdings, Inc. Realty's

Standard Operating Procedures are below:

Prospective Client IDs: REQUIRED before entering a property or making an offer. IDs will **NOT** be copied or recorded.

Exclusive Brokerage Agreement: Encouraged, but **NOT REQUIRED** for buyers and renters

Mortgage Pre-Approval Proof Of Funds Encouraged before entering a property but **REQUIRED** before making an offer. No source of income should be shown or provided.