



STANDARD OPERATING PROCEDURES

Updated: May 27, 2026

INTRODUCTION

Quicksale Home Realty (“Brokerage”) is committed to providing professional, transparent, and compliant real estate brokerage services in accordance with applicable New York, Pennsylvania, Florida, Georgia and Connecticut laws and regulations. These Standard Operating Procedures (“SOPs”) are intended to provide consumers, clients, customers, cooperating brokers, landlords, tenants, buyers, and sellers with general information regarding the Brokerage’s policies, procedures, and operational practices.

These SOPs are designed to promote professionalism, consumer transparency, property safety, and efficient coordination during real estate transactions and property showings.

1. BUYER REPRESENTATION

The Brokerage may require a written buyer representation agreement prior to providing certain brokerage services, including but not limited to:

- Private property showings
- Property research and analysis
- Offer preparation and negotiation
- Representation in purchase transactions
- Access to off-market or restricted listings

All representation agreements shall comply with applicable federal, state, and local real estate laws and regulations.

2. MORTGAGE PRE-APPROVAL REQUIREMENTS

Prospective buyers obtaining financing may be required to provide a current mortgage pre-approval letter from a reputable lender prior to scheduling certain property showings or submitting purchase offers.

Pre-approval documentation should generally be current within the prior 30 to 90 days unless otherwise specified.

3. PROOF OF FUNDS

Cash purchasers or buyers making substantial down payments may be required to provide reasonable proof of available funds if requested by:

- Sellers
- Landlords
- Listing brokers
- Property managers
- Cooperating brokerage firms

Proof of funds may be required prior to scheduling showings or presenting offers.

4. PROPERTY SHOWING PROCEDURES

All property showings are subject to:

- Seller or landlord approval
- Occupancy status
- Showing availability
- Building or community access rules
- Listing broker instructions
- Health and safety requirements

Visitors must comply with all lawful showing instructions and property access procedures communicated prior to the appointment.

5. AUTHORIZED PROPERTY ACCESS

No person may enter or access a property without authorization from the:

- Listing broker
- Property owner
- Landlord

- Management company
- Authorized representative

Unauthorized entry onto any property is strictly prohibited.

6. RESTRICTED AREAS

Certain portions of a property may be restricted from access before contract execution or owner approval. Access to restricted areas may be arranged at a mutually agreed date and time when appropriate.

7. HEALTH & SAFETY NOTICE

All visitors acknowledge that property visits and showings may involve inherent risks, including possible exposure to communicable illnesses, environmental hazards, or other health-related risks.

Visitors are encouraged to take reasonable personal precautions during all in-person appointments and property visits.

8. PROFESSIONAL CONDUCT

All visitors are expected to conduct themselves professionally and respectfully during showings and appointments.

The Brokerage reserves the right to terminate appointments or refuse future access for any unsafe, unlawful, disruptive, abusive, or inappropriate conduct.

9. FAIR HOUSING & EQUAL OPPORTUNITY

The Brokerage is committed to providing services in a professional and nondiscriminatory manner consistent with all applicable fair housing laws.

The Brokerage does not discriminate based upon:

- Race
- Color
- Religion
- Sex
- Disability
- Familial status
- National origin
- Sexual orientation
- Gender identity
- Lawful source of income
- Any other protected classification under applicable law

10. AGENCY DISCLOSURE

The Brokerage provides all required New York, Pennsylvania, Florida, Georgia and Connecticut agency disclosure forms and brokerage relationship disclosures in accordance with applicable law.

Consumers are encouraged to carefully review all disclosure forms and seek independent legal counsel when appropriate.

11. LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, participation in property visits, inspections, showings, and related activities is voluntary.

The Brokerage shall not be responsible for injuries, losses, damages, delays, or incidents arising from conditions beyond the Brokerage's reasonable control.

Nothing contained herein shall be construed as a waiver of any rights, obligations, or protections provided under applicable law.

12. INDEPENDENT PROFESSIONAL ADVICE

Consumers are encouraged to seek independent:

- Legal advice
- Tax advice
- Financial advice
- Insurance advice
- Engineering advice
- Inspection services

regarding any real estate transaction, contract, financing matter, inspection issue, or investment decision.

13. POLICY MODIFICATIONS

The Brokerage reserves the right to revise, update, or modify these Standard Operating Procedures at any time without prior notice, subject to applicable law.

CONTACT INFORMATION

Quicksale Home Realty

Phone: 718-725-7472

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EQUAL HOUSING OPPORTUNITY

Quicksale Home Realty is committed to equal housing opportunity for all persons.

DISCLAIMER

These Standard Operating Procedures are provided for general informational and operational purposes only and do not constitute legal advice. Consumers should consult independent legal counsel regarding their specific circumstances or transactions.