

Standard Operating Procedure (SOP) for Real Estate Purchasers and Sellers

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SOP for Prospective Purchasers

As required by New York State Real Property Law §442-H, the following are the standardized operating procedures followed by Rafael Barbosa when working with prospective homebuyers:

- 1. Identification Required**
Yes – Government-issued photo identification may be requested prior to property showings.
 - 2. Exclusive Buyer Representation Agreement Required**
No – We do not require an exclusive buyer-broker agreement to show properties.
 - 3. Mortgage Pre-Approval Required**
No – A mortgage pre-approval is not required to view properties, though it may be requested before submitting an offer.
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Process for Real Estate Purchasers

- 1. Initial Consultation**
Understand the buyer's goals, budget, timeline, and desired neighborhoods.
- 2. Property Search**
Set up MLS and StreetEasy alerts, schedule tours, and provide market insights on each property.
- 3. Offer Submission**
Prepare a comprehensive offer including price, terms, proof of funds or pre-approval, and financial disclosure.
- 4. Negotiation and Due Diligence**
Coordinate between attorneys, review building documents, and assist with inspections or appraisals.
- 5. Board Package & Loan Process (if applicable)**
Guide the buyer through co-op/condo board applications and the mortgage process.
- 6. Final Walkthrough & Closing**
Conduct a walkthrough, confirm closing logistics, and support the buyer through the transfer of

ownership.

SOP for Prospective Sellers

The following outlines the process and expectations for clients listing a property for sale with Rafael Barbosa:

1. **Initial Property Review**
Conduct a property walkthrough, assess condition, and gather building details and ownership documents.
 2. **Market Evaluation**
Provide a Comparative Market Analysis (CMA) with pricing strategy, recent sales, and active competition.
 3. **Exclusive Listing Agreement**
Execute a listing agreement outlining terms, commission, marketing strategy, and listing duration.
 4. **Preparation for Market**
Recommend repairs or improvements, coordinate photography, staging, and floorplan creation if needed.
 5. **Marketing & Showings**
Launch multi-channel marketing campaign (MLS, StreetEasy, social media, email), coordinate showings, and host open houses.
 6. **Offer Management & Negotiations**
Present and review offers, advise on counteroffers, and manage attorney communications through contract signing.
 7. **Deal Progression & Closing**
Assist with buyer due diligence, board applications, and closing preparations. Attend the closing or coordinate with legal representatives.
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Fair Housing Statement

Rafael Barbosa fully complies with all local, state, and federal Fair Housing laws. We do not discriminate based on race, color, religion, sex, handicap, familial status, national origin, sexual orientation, gender identity, or any protected class.