

Current Standard Operating Procedure as of March 28, 2022

Please find the following standard operating procedures for the Schuyler Companies and Schuyler Brokerage Corp, having an address of 596 New Loudon Rd, Latham, NY 12110. Should any term or clause herein be unclear, please feel free to contact us at 518-783-5871:

These rules must be followed by all NYS Real Estate licensees, whether brokers, salespersons, and shall include office administrative staff and any independent contractor or “Team” arrangements (collectively the parties mentioned in this sentence shall be referred to as “SCHUYLER”).

Any member of the public, clients, or customers who contact SCHUYLER, whether in person, or through electronic means, shall be treated with respect and courtesy by SCHUYLER. Any member of the public who establishes they are looking for assistance or inquiring about or related to a residential transaction, whether for sale or lease, or an opinion of value, SCHUYLER will promptly advise the person that we are solely commercial practitioners and recommend other firms who may be able to assist them. They will therefore not be required to show identification, unless it is related to a specific commercial transaction, or a hypothetical commercial transaction, in which case they may be required to provide identification for proximity or residency verification, OFAC compliance, and other sound business purposes.

If a prospective commercial tenant, sub tenant, buyer or other third party is brought to SCHUYLER by a licensee, agent, or representative of such third party (the “Representative”), SCHUYLER may request a copy of documentation outlining the relationship between the representative and their client. In lieu of, or prior to having access to such documentation SCHUYLER will attempt to present, market, or sell its various business opportunities which may include: retail, flex, industrial, food service, office, medical, specialty, or other spaces or commercial properties vacant or improved for sale, lease, sublease or other arrangements including offering consulting services, however in its efforts, SCHUYLER will endeavor to work with Representative under terms which SCHUYLER either advertises as cooperating fees to the brokerage community (subject to offset based on sound business practices) or under other such terms which may be negotiated on a per transaction basis, which may be hypothetical. Should there be a dispute among other parties claiming to have been part of a transaction, or be due compensation related to a so called exclusive agency agreement, such documentation will be requested by SCHUYLER and the fairest compensation to such Representative(s) will be sought.

Any member of the public, clients, or customers who contact SCHUYLER, inquiring as to loans, mortgages, lending, even if it is directly related to a contemplated commercial transaction, shall be directed to a lending institution or professional advisor as SCHUYLER does not lend, nor originate, nor advise the public as it relates to any residential transaction, or mortgage loan.

Please note the above standard operating procedure is the “spirit” of our operating procedures and how we transact business and deal with members of the public whether they are professional real estate licensees, Realtors, or any other professional designation, and may be elaborated on or updated to be made clear to all who read it, or for other clarifications and/or improvements. Anyone may feel free to revisit this page or request a copy at any time at 518-783-5871.