



New Development Sales Office Setup Procedure

This process is for firms who have created Sales Offices for New Development/Sponsor Sales.

*This is for submitting listings to the RLS. The new development **sales** office is manned by various agents and has one contact email and phone number attached to the office. The sales office becomes the agent that is assigned to all the listings for that particular new development.*

Note: Your firm must designate two individuals for any new development sales office setup!

1. REBNY principal broker or two authorized individuals can contact the RLS Coordinator Yesenia Dhanraj via RLS Support at rlsinfo@rebnny.com.
2. Subject Line- please name "New Development Building Setup."
3. The email will need to contain the following building information
 - **Brokerage Name:** required
 - **Building Name:** required
 - **Full Address:** required
 - **Phone number:** unique number required
 - **Email:** unique email required / (eg- if you have numerous buildings, each building will need a unique email and phone number)
 - **Current Vendor:** required
 - **Signed Universal New Development Brokerage Agreement (signed by developer)** When an already executed Agreement exists for the New Development, no additional Agreement is required
4. The REBNY ID will take 24-48 hours to be generated. Once the ID is created and confirmed, we will email the information to the firm and vendor.
5. Once you receive notification of the New Development Building ID, you may start submitting your active listings to the RLS.



New Development Listing Input Procedure for Listing Agents

*This procedure is for New Development/Sponsor Sale listings that are represented by a Sales Person not a Sales Office. (if your firm has a Sales Office for a New Development please refer to our **New Development Sales Office Setup Procedure**)*

“New Development Unit” shall mean any Exclusive Property offered for sale and co-brokered on the RLS that is subject to an offering plan and/or offered directly by a sponsor.

- New Development Units that are co-brokered over the RLS shall be governed by the terms and conditions set forth in the REBNY Universal New Development Brokerage Agreement (“RUNDBA”).
- For the avoidance of doubt, any re-sale of a property in a building that still has other New Development Units shall be governed by these Rules and Regulations, and not by the REBNY Universal New Development Brokerage Agreement.
- A copy of an executed RUNDBA by the sponsor must be submitted to the RLS Coordinator Yesenia Dhanraj via RLS Support at rlsinfo@rebnyc.com.
- The email will need to contain the following information
 - **Brokerage Name:** required
 - **Full Address:** required
 - **Agent’s Phone number:** required
 - **Agent’s Email:** required
 - **Signed Universal New Development Brokerage Agreement (signed by developer)**
- When submitting the listing, it will need to contain the following information
 - **Co-Broke Agreement:** RUNDBA
 - **New Development:** YES