

REALTOR OPEN HOUSE POLICY & REQUEST FORM
ALTA MAR CONDOMINIUM

Owner Name _____ Unit # _____

Cell/Phone # _____ Email _____

Realtor Name _____ License# _____

Cell/Phone # _____ Email _____

Assistant's Name _____ Agency Name _____

Event Date _____ Event Time _____

Realtor must submit the completed Request Form to Management no less than ten (10) business days prior to event.

Open Houses may be held Monday-Friday between 9:30am and 3:30pm

Open House Signage (provided by Realtor): 1-open house step stake sign may be placed in the front yard on Palm Beach Blvd; 1-open house A-Frame entry sign may be placed at the lobby entry; 1-open house A-Frame parking sign may be placed outside the visitors garage directing open house attendees to park in the visitors parking garage. Signage may be placed 30 minutes prior to open house and removed immediately after the open house

Realtor must provide realtor staff/assistant at the lobby entry who must remain the entire time of the open house. Realtor staff/assistant to admit open house visitors into the lobby for registration.

Each visitor will be required to wear a name tag stating "Visitor" while attending the open house and such visitor name tag to be furnished by the Realtor. Each visitor will be required to show a valid driver's license/identification to gain admission to the open house and realtor assistant to record the visitors name and driver's license number/identification. Visitor information list to be provided to Association upon request (in case there is an incident/issue that is brought to management's attention after the open house). Owner or realtor should keep that information for 5 business days after the showing ends.

Each visitor shall sign into the Alta Mar Log Book (date, name, unit #, showing, time in)

Revision Date 01/04/2018

Each visitor will have a seat in the lobby or conference room until licensed Realtor brings back the current visitor to the lobby and takes up the next visitor in order of their arrival and sign in.

Visitors are not allowed to leave the lobby or conference room without being in the supervision of a licensed realtor. Realtor staff/assistant may direct visitors to restroom only on an individual basis.

Realtor to notify open house visitors that they are being monitored and recorded by surveillance cameras

No food or drink allowed by open house attendees in common areas, including hallways.

If Realtor or owner does not abide by the open house policy as well as the Association Condominium Documents, ByLaws, and Rules and Regulations, management reserves the right to deny future open houses for said Realtor or owner at management's discretion.

I have read and understand the above policy and obligations of hosting an Open House at Alta Mar Condominium and hereby agree to abide by the same.

Unit Owner Signature

Printed Name

Realtor Signature

Printed Name

Approved by Property Manager

Property Manager

Printed Name

This portion to be completed by Management Only

Revision Date 01/04/2018

Date Completed Request Received by Management _____

Date Request Approved or Denied by Property Manager _____

Date Management email notified Realtor and Owner of Approval/Denial _____

After Open House Comments (if any)
