



Part I: Agents Copy

REAL-ESTATE SALES AND RENTAL GUIDELINES AND AGENT REGISTRATION FORM

These guidelines have been established to aid our residents during the sale or rental of their home in Hu'elani while maintaining the aesthetics and security of our community.

Access to Hu'elani

- Realtors that are representing a property in Hu'elani must register with the Hu'elani Duty Manager and provide a copy of a signed contract with a Hu'elani Resident.
- During the process of selling/renting the home, it is imperative that a working cell phone number is provided to the Duty Manager. This will insure that during open houses/showings, the Realtor can grant access on-demand.
- A Realtor gate entry code will be provided. To maintain security, the code usage will be tracked and the code may be changed periodically. Realtors will be notified of the change via the preferred contact information provided on this form. Realtors must agree to provide the same security to this code that is maintained for the combination to key lock-boxes.
- When an open house is scheduled, a professionally prepared open house notice (a 3x5 index card or equivalent) with the unit access code, i.e.: #111, address and directions may be posted on the upper portion of the gate kiosk. The notice must be removed when the open house is complete. Notices that do not meet the criteria will be removed.

Signage in Hu'elani

- To maintain a uniform appearance, one commercial real-estate sign will be allowed on the property, per unit. Units on the golf course may have an additional sign posted on the golf course side of their lot. *Exception:* One additional open house sign may be displayed on the property during the hours of an advertised open house. For the purpose of this document, "the property" is defined as the confines of Hu'elani. The sign must be placed on the ground of the unit it represents. The sign can be of the traditional type (i.e., post and sign) or the more recent, ground type sign. In either case, the sign must be professional in appearance. Signage that does not meet the criteria will be removed.
- One directional, open house sign (sandwich board style) may be placed in front of the Recreation Center during an advertised open house.

Huelani Property Address: _____ **Lot #:** _____ **Gate Code:** _____

Part II: Duty Manager – Detach this portion for your records.

Agent Registration and Contact Information.

Please check (☑) preferred method of contact.

Agent Name: _____ **Agent Phone:** _____

Agent Email: _____

Agent Signature: _____ **Date:** _____

Property Information

Sale Rent

Owners Name: _____

Huelani Property Address: _____ **Lot #:** _____ **Gate Code:** _____