



HUNTINGTON PIER COLONY

## OPEN HOUSE PROCEDURES

It is not acceptable to simply allow prospective buyers to wander throughout the complex. (We do not allow "Guest Pets" in the complex with the exception of a Service Animal who's documents have been presented to Security)

**SHOWINGS:** 9am to 7pm The Real Estate Agent is to provide a business card to Security for access to the property. You will receive a guest pass for a limited time and you are to notify the Security Guard who you will be showing the property to. You are to remain with the prospective buyer until they exit the property.

**OPEN HOUSE:** 10am to 5pm When you, as a Real Estate Agent, are conducting an "Open House" at Pier Colony, the prospective buyer is to enter through Security and if in a vehicle they will be issued a parking pass valid for one hour. They will be instructed to remain by the security booth until you, the agent, or your representative, is contacted by phone and you arrive at the security booth to escort them to the unit. You as the agent or your representative, is required to escort the prospective buyer to the elevator and call security indicating which elevator they will be taking to return to the Upper Garage. The Prospective buyer will then be monitored until they exit the property. If these procedures are not followed, the owner of the unit you are showing will receive a "Notice" involving the infraction of our security procedures.

**Please note: The owner or it's agent of the unit that you are showing is responsible for notifying security in advance that you will be conducting an open house.**

**Do not flag any of Pier Colony's property, except one sign at 2<sup>nd</sup> Street next to the Vehicle entrance.**