

## **PMPOA Front Gate Realtor Code Policy**

01/01/2021

1. The Gate Committee is responsible for assigning a unique realtor access code to any Association member with property for sale. It is the responsibility of the property owner to share this code with their realtor(s) or anyone related to the sale of their property. This procedure will allow the Gate Committee to identify potential misuse and keep the property owner better informed of realtor related activity.
2. If there is no realtor code activity for 6 months, the property owner will be notified, and the realtor code will be suspended. The gate administrator will work with the property owner to assign a new code if required. Also, if your assigned realtor access code appears to be inappropriately or fraudulently used, and creates a threat to our Association's security, the property owner will be notified, and the realtor code will be suspended.
3. If you have property for sale, notify the Gate Committee. Once the Gate Committee has received your request for a realtor access code, you will be assigned a code.
4. Upon sale of your property, please notify the Gate Committee for removal of both your personal and realtor code.