



Open House Procedures

An open house request form is to be completed and provided to the office no later than noon, four days prior to the open house (see attached). It may be submitted in person or by email (mcuoa@montebello.org AND sac@montebello.org AND reco@montebello.org.)

The following information must be included in the email: building and unit number; date; start and finish times; name of owner or renter; name of Realtor requesting open house; contact cell number and email address; if different, name and contact information for Realtor holding the open.

A confirmation email confirming receipt will be sent to the Realtor. But in any case, Realtors (as well as owners selling their units without a Realtor) should confirm that the form has been received and the gate notified by calling 703-960-0410 on the Friday before the open house.

The open house will also be included in the calendar on BuildingLink to provide residents information on the upcoming Open House.

Any Realtor may request an easel at the front desk. Alternatively, Realtors may use their own easels. The easel will be used to display current listing information only and the listing shall not exceed two pages. The easel is to be set up in the lobby area, across from the mailbox room, no earlier than noon the day before an open house. It should be removed no later than one hour after the end of the open house.

Realtors will supply their own boards for easels not to exceed the size of 30 x 40. If there are multiple open houses on the same day, the Realtor that sets up the easel with her/his board will be expected to share the board space. However, there may be up to 2 easels total per building if there are multiple opens. It is the Realtor's responsibility to place the open house information on the easels and remove it no later than one hour after the open house.

Directional signs may not be used inside the Montebello gates, but they can be placed in front of the complex and at the entrances to the access road on public land. Advertisements are NOT to be posted on the doors or lobby tables. Balloons or any other type of visual displays including signs, are NOT to be placed in windows or in any common areas.

To List on Montebello.org:

To list an open house on www.montebello.org, please send the text and a maximum of four photos to reco@montebello.org.



Open House Request

This form is to be completed by the requesting realtor and provided to the office in person or by email (reco@montebello.org and sac@montebello.org) **no later than noon, four days prior to the open house.**

Requested Open House: Building and Unit _____

Day _____ Date _____ Time _____

Name of Owner or Renter _____

Is there a Phone in the Unit? Yes ___ No ___ Phone # _____

Name of Realtor Requesting Open House _____

Realtor's Phone: Cell _____ Business _____

Comments:

Requesting Realtor:

Printed Name Signature Date

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For Office Use Only

Received on: _____ Notified gate on: _____

Received by: _____ Notified gate by: _____

The gate will provide a Temporary Open House Pass to each visitor and give directions to the appropriate building.