



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, two 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

.....
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.