



Revised 2023 – Real Estate and Open House Policies and Procedures

REALTOR RULES:

1. Owner/agent must contact security to authorize entry for a buyer's agent and their client to show the property or for other services such as photographers, appraisers, etc. All buyer's and their clients or other service people *must* be accompanied by owner/agent while within the community.
2. The buyer's agent will be given a one-day pass which will include directions from the front gate to the property where they will be met by the owner/agent.
3. Buyer's agent and their client *must* be accompanied by the owner/agent while on Huntington Landmark property.
4. All agents are required to show security their business card. If the business card does not bear the agent's picture, their driver's license or broker's ID must also be shown.
5. Buyer's agents and their clients are not permitted to use the Recreation or other facilities and may not interfere with any activity in progress.
6. Owner/agent is responsible to ensure that the buyer's agent and their client leave the community as soon as the showing is complete.
7. SIGNS: At property - One (1) standard "for sale" or "for lease" sign not exceeding 22" wide X 19" high and one (1) rider sign not exceeding 24" wide X 7" high – NO EXCEPTIONS. Listings may be placed on the bulletin board in the Main Lounge and on the Realtor Kiosk directly adjacent to the Atlanta guard shack inside of the gate (contact Recreation/Management office). The realtor kiosk is a paid advertisement location; contact Recreation to secure a space.

REALTOR OPEN HOUSE RULES:

1. Open houses are allowed Friday through Sunday, 9 a.m. until 4 p.m.
2. Up to five (5) 9" high X 24" wide directional "arrow" signs are permitted for display within the community for each open house during open house hours. One (1) DIRECTIONAL sign per corner is allowed. Signs must be removed promptly at the end of the open house.
3. FLAGS ARE NOT ALLOWED.
4. One (1) 24" wide X 28" high maximum size realtor-type sign (one per realtor team) is also allowed outside of the Atlanta Gate on city property during the open house only). See security for location. One (1) 24" wide X 28" high maximum size realtor-type sign is allowed in front of the Unit for sale during the open house.
5. The two (2) 24" X 28" signs mentioned above OR SIGNS MENTIONED IN RULE #4, may be on one or two thin metal legs which penetrate the soil no more than three inches during open house.
6. Signs cannot impede walkways, etc. and cannot be attached to the exterior of the Unit. FOR EXAMPLE, realtor signs cannot be attached to or hung on posts, signs, streetlights, trees, etc.; they must be freestanding on the ground.
7. Owner/agent must notify security of an open house at least two (2) hours in advance of their intended show date. Owner/agent must provide security with twenty (20) brightly colored one-day passes for buyer's and their clients. The passes must include directions from the front gate to the closest available parking area. A sample of the one-day pass follows.
8. Security records the vehicle license plate number and driver name into their computer as guests of the owner holding the open house and fill in the information on the one-day pass.
9. Security will give your guest specific driving directions to the Unit – they are printed on the pass.

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10. Buyer's agent and their client may only drive unaccompanied from the front gate to the open house where they will be met by the owner/agent.
11. Buyer's agent and their client must be accompanied by the owner/agent if they wish to view amenities such as Recreation or Main Lounge.
12. Open house guests must immediately exit the community following their scheduled showing and may not linger within the community. HOMEOWNERS ARE RESPONSIBLE FOR THEIR GUESTS AT ALL TIMES.
13. Owner/agent is responsible for providing a current copy of Huntington Landmark's Rules & Regulations to Buyer's agent and their client prior to close of escrow or signing of lease agreement.
14. Upon sale or lease of a unit, all signs must be removed immediately.

Please note: Owners or their agent must request a Landscape inspection prior to close of escrow. The inspection can be requested at <http://homewisedocs.com/>.

To ensure all Unit modifications have been properly approved by the Architectural Control Committee, buyer's agent and their clients can ask the **seller** to request Unit documents, including Architectural approvals, Maintenance records, etc. from Management. The fee for record request is \$5.00 and each printed page is \$.20. Contact Management for more information on how to request records. Also, the buyer can ask the seller to request a courtesy walk-through inspection of the Unit by the Architectural Control Committee (ACC) prior to close of escrow.

Buyer Disclosure: Units are sold AS-IS, unapproved modifications or outstanding violations that are not corrected by the seller prior to escrow are transferred to the buyer.

White and green arrow signs can be ordered from the following vendor:

ALL SIGNS INC.

18366 Gothard St.

Huntington Beach, Ca. 92648

714-375-7446

<https://www.allsignsinc.com/>

See Huntington Landmark *SAMPLE* Open House Pass:

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THIS IS A SAMPLE ONE-DAY PASS

THE PASS YOU CREATE IS TO BE COMPLETED BY OWNER OR AGENT AND GIVEN TO SECURITY TWO HOURS IN ADVANCE OF OPEN HOUSE

<u>DATE</u>	<u>TIME</u>	<u>UNIT #</u>	<u>REALTOR NAME/OWNER NAME</u>	<u>CONTACT PHONE</u>
Saturday July 20, 2013	12 Noon-3PM	1234-A	Jane Doe, realtor Representing owner John Smith	714-555-1234

DIRECTIONS FROM ATLANTA GATE:

1. Proceed through Atlanta entry gate
2. Continue straight on Greenfield to (said street)
3. Turn right on (said street)
4. Proceed to (said street)
5. Building XXXX, Unit X
6. Park in any empty parking space or along any portion of unpainted curb in front of the Unit.
Do NOT park in the garage area, it is for Residents only.

License Number: _____ Driver's Name: _____

(to be completed by Security)

(to be completed by Security)

Welcome to Huntington Landmark!

You are being given permission to attend the above listed Open House ONLY. If you wish to view other Huntington Landmark amenities, please make arrangements with the owner or realtor to escort you. You are to immediately exit the community following your attendance of the Open House. Thank you!