

# Open House Policy

Updated June 2016

City Walk Association allows Open Houses with the following guidelines:

- 1 Notify City Walk management office at (619) 231-2524 as soon as possible, in advance of your Open House showing.
- 2 All persons attending an open house must be accompanied by a representative of the unit for sale at all times while on City Walk property. Representative must meet attendees at building entrance, escort them to the unit for sale, escort them on any additional building tour, and escort them out of the building. At no time should an attendee of an open house be wandering the building unattended.
- 3 Building entrance doors shall not be propped open or left unsecured at any time.
- 4 No advertising i.e. signs, tables, balloons, etc... shall be placed on City Walk common area property at any time.
- 5 No notes, stickers, or any other signage shall be placed on or around the entrance call boxes.
- 6 Only 1 building entrance shall be used for entrance/exiting the open house. Appropriate instructions should be provided in any advertising.
- 7 A freestanding sidewalk "Open House" sign may be placed outside the 1 building entrance being used for access to the open house. It is suggested that appropriate contact information be displayed on the sign so attendees know how to contact representative for access.
- 8 1<sup>st</sup> floor Units with direct access to the exterior may use their entrance for open house attendees. However, item 2 above still applies to any attendee wishing to view any other part of the building; they must be accompanied at all times by a representative of the Open House.

## Broker Preview/Caravans

- 1 Notify City Walk management office at (619) 231-2524 as soon as possible in advance of your Preview/Caravan showing.
- 2 One real estate agent must be in attendance and in the unit at all times.
- 3 One representative must be in the lobby to guide previewing agents to the appropriate unit.
- 4 Only 1 building entrance shall be used for entrance/exiting the Preview/Caravan. Appropriate instructions should be provided in any advertising.
- 5 No advertising e.g. signs, tables, balloons, etc... shall be placed on City Walk common area property at any time.
- 6 A freestanding sidewalk "Preview/Caravan" sign may be placed outside the 1 building entrance being used for access to the open house. It is suggested that appropriate contact information be displayed on the sign so attendees know how to contact representative for access.