



# AGENT GUIDELINES

## Agent Key Box Placement: Unit Front Door

Building entry FOBs are located in a MLS Keybox attached to each building's address sign. *Do not put your own Key box outside or put a unit key in the Key box provided.* For agents to gain access to the actual unit for sale, put your own key box in the hallway next to the unit's door with a key to that unit. If there is more than one property for sale in the same building, please communicate with other listing agents for an Open House. Be sure to put showing Notes in the Agent Remarks on the MLS. **Example: Keybox behind Building "00Pine" sign, swipe fob at the call box by the front door. Once inside, MLS keybox by unit's door.**

For the traditional flyer with photos, there are Flyer boxes located on the back wall of the Property Management office for marketing your individual unit(s).

Open houses may be conducted four (4) times a month between the hours of 11:00 AM – 5:00 PM.

**Building access doors may NOT be propped or taped open.** Contact Facilities at (425)673-0616, M-F 8-4 pm to request adding your phone number to the bldg. entry call box for open house access. Access may be directed by computer-generated small signs taped to the outside of building entry doors. Example:

OPEN HOUSE Welcome! Building #00-Unit#000 Please dial 000 on keypad to your left and I will buzz you in OR call (000)-000-0000and I will come to you. Thank you!
---

Absolutely **NO** Signage is allowed on any deck space or in windows at any time. **NO** Realtor A-Boards or signage of any kind is allowed inside of the buildings.

The Homeowners Association of Point Edwards has voted to implement generic Pt. Edwards's signage to standardize sign presentation on the campus. These A-board signs are stored on the north side of the Property Management Office. **Please use ONLY these signs for Open Houses. Please remember to return them to the place you got them. DO NOT use any individual company signs (e.g., Re-Max, Windermere, etc.).**

**Real Estate Agents will need to notify Point Edwards 72 hours before filming with drones so Residents can be notified.**