

allure	Real Estate Showings Policy	Page 1 of 3
		AWPP001
Adopted: 01/31/2020		Version: 3.0

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Notifications:

For all showings, send an email to frontdesk@allurewaikiki.org with the following:

- a. Unit number.
- b. Showing date and time.
- c. Name and contact info of the Registered Listing Agent as well as any Agents that will be showing the Unit.
- d. A list of expected guests (except for scheduled Broker’s Opens).

A copy of the listing agreement and a business card of the Listing Agent must be provided to the Management Office before any showings are permitted.

The Agent may show only the specific Unit(s) at the Project in which they have registered listings with Management.

The Agent must sign in and sign out with the Front Desk Ambassador and will be required to leave a photo ID with the Front Desk for the duration of their visit. A contact number should be provided where they can be reached during the Showing.

Types of Unit Showings:

PRIVATE SHOWING	Permitted at any time. The Agent must inform the Front Desk in advance of the showing, and provide a list of expected guests.
BROKER’S OPEN	Permitted on the 2 nd and 3 rd Wednesday of each Month from 9 AM to 5 PM ONLY. Limited to Broker’s only. No potential buyers may attend a Broker’s Open.
OPEN HOUSE	<i>Open Houses are NOT permitted.</i>

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Broker's Open:

DEFINITION: an event designed to showcase one's home for sale to other Real Estate Agents. Broker's Open events differ from a standard Open House in that they are designed strictly for Real Estate Agents and not for the general public. A Broker's Open gives the seller's agent an opportunity to display the home to other brokers and answer any questions those brokers may have.

- For Units wishing to hold a Broker's Open, a written request must be submitted at least one week prior for approval.
- The Association and Management reserve the right to approve or deny a Broker's Open request at its own discretion, and may limit the number of Broker's Opens on a given day.
- The Association and Management reserve the right to designate selected dates as "black-out" dates on which NO Broker's Opens may take place.
- Broker's Opens should have a minimum of two (2) hosts to ensure that all visitors are escorted to the Unit(s), through the Common Areas, and at all times throughout the Project.
- A maximum of four (4) Guest Parking Stalls may be utilized for a Broker's Open event if available.
- All visiting Agents must sign in as a Guest with the Front Desk.

Regulations:

- Open Houses are NOT permitted.
- Home Owners will assume responsibility for all parties visiting their Unit, including Agents and potential buyers.
- Lock boxes MAY NOT be left for clients to access unless they are attended by a registered Agent.
- Prospective buyers or unregistered agents shall not be left unattended anywhere on the premises at any time. The Agent shall not allow their guest(s) to loiter in the lobby or wander through the Project's Common Elements. Visitors will not be permitted to pass through the Lobby without an Agent escort.
- At no time shall there be any Unit doors propped open for any reason.
- NO Open House signs, "For Sale" signs, flags, ads, or banners shall be displayed on-site. Any signage or promotional material must remain inside the Unit.
- The Agent may enter the Fitness Center or Pool Area with a maximum of two (2) guests, and only for a maximum of two (2) minutes in order to minimize disturbances to Residents.
- No photos, pictures, or videos of any Common Areas may be taken. Photos may be found on the Project's website: www.allurewaikiki.org.

Entry:

- All Agents should sign in and out and receive a Visitor's badge.
- Guests must remain in the Lobby until a registered Agent is present to escort them up to the Unit.

Enforcement:

Noncompliance with these rules will result in immediate steep fines for the Home Owner, and/or the privileges to hold Broker's Open events will be suspended for 60 days.