



Attention: Real Estate Agents

Please note the applicable rules if you are not personally a property owner in Birch Bay Village.

Reference: 4.7 BBVCC General Rules and Regulations

4.7 Realtors and Appraisers

- 4.7.1 Must show a business license or other form of identification and inform the guard of the primary property they plan to view.
- 4.7.2 The real estate agent or appraiser will sign an acknowledgement of receipt of regulations governing real estate agents or appraisers within BBV boundaries.
- 4.7.3 Once the above acknowledgement is signed, and the employing company is verified as in good standing, the agent will be granted access to BBV. If the company or agent is not in good standing with BBV they may not be admitted for business purposes.
- 4.7.4 Agents are responsible for their client's activities within BBV boundaries. All clients must sign-in with security at the front gate. The agent may bring the client in while riding in the same vehicle or the client may follow the agent to the property driving their own vehicle. The agent is responsible for escorting their client into and out of BBV.
- 4.7.5 If an agent or appraiser is a resident in BBV he/she may come and go as any member can. If the agent has a client with them, he/she must enter on the visitor side and show credentials the same as any other agent.
- 4.7.6 Open Houses
 - 4.7.6.1 Open house may be held on any day of the week.
 - 4.7.6.2 Open houses are limited to (4) pre-scheduled time slots per day.
 - 4.7.6.3 Agents may schedule one, two (2) hour, open house during the following time slots.
 - 10 a.m. to 12 p.m.
 - 12 p.m. to 2 p.m.
 - 2 p.m. to 4 p.m.
 - 4 p.m. to 6 p.m. (During daylight savings time)
 - 4.7.6.4 Agents must sign up at the BBV Office and schedule their open houses on a first come, first served basis. The open houses may be scheduled no sooner than (2) weeks prior to the open house and the agent may pick only (1) slot per day at a time. Additional time slots may be scheduled if still available within 5 days of the proposed open house.
 - 4.7.6.5 There must be a minimum of two agents to conduct an open house. One must always be at the BBVCC Entry gate to greet and escort clients to/from the open house.
 - 4.7.6.6 The agent holding the open house must be the listing agent or an assigned agent affiliated with the exclusive listing brokerage.
 - 4.7.6.7 Open house signage on BBV property is restricted to (1) sign in the BBVCC front parking lot to identify the greeting realtor who is hosting the open house. (No other open house signage is to be disbursed within BBV)

We wish you success and THANK YOU for your cooperation.

Signature: _____ **Date:** _____

Printed Name: _____ **Company Name:** _____

I hereby acknowledge receipt of the above guidelines and understand that violating these rules could result in preventing future entry.