



OPEN HOUSE PROCEDURE

Open Houses would be allowed between 1 - 5 pm on Saturdays and Sundays

Open House Forms and Listing

- Realtor will complete Open House Form (attached and available on River Strand website) which will include:
 - Type of property Terrace Condo, Veranda, Coach Home, Villa, Single Family Home
 - Address of property
 - If Golf Membership included
 - Dates and Times of Open House
 - Realtor information
- Realtor will turn in completed forms along with a check for \$10 to the River Strand Admin Office by noon Thursday for open houses that weekend. The \$10 fee covers the administrative fee to prepare summary of Open Houses, make copies, distribution by Security Gate and including on River Strand website.
- The Admin Dept will consolidate the information for all Open Houses (attached sample)
 - Hard copies of the Open House summary would be provided to the Security Gate by the end of Friday
 - A summary of Open Houses would also be put on the River Strand website

Open House Signs

- Realtors can purchase a River Strand Open House sign for \$ 10.00 (now available but not provided with a post – you must purchase your own post)
 - River Strand Open House signs are the only Open House signs that can be displayed
 - Realtors would be allowed to keep the signs and reuse them
 - The Open House sign can only be displayed during the time of the Open House

Security Gate

- The Admin Dept will purchase an Open House sign for the Security Gate
- The security gate will display the sign on Saturday and Sundays between 1-5 pm.
 - This would be the only time Open House visitors would be allowed into River Strand
- The security gate would provide a hard copy of the Open House summary to anyone requesting one
 - A google map will be provided which will show the locations of the open houses for those that signed up for the program
- The security guard would follow the same procedure they follow today for visitors coming to see Lennar homes



Open House Listing Form

Property Type (Please Circle One)

Single Family Home

Coach Home

Veranda

Terrace

Villa

Grand Estuary Condo

Property Address

Is a golf membership included with your home/unit? Yes or No

Dates & Hours of Open House

Saturday, _____, 2017 _____ am/pm

Sunday, _____, 2017 _____ am/pm

Realtor/Homeowner Information

Name: _____

Phone: _____

Has this listing already been listed on an Open House Form & the Fee Paid? Yes or No

All Forms must be received by the administrative office no later than 12:00pm the Thursday before the open house. A \$10.00 administrative fee will be charged per listing.

Office Use Only

Paid \$ _____

Date: _____