

# St. Raphael Condominium Open House and Real Estate Marketing Rules and Regulations

St. Raphael is an access controlled community that allows Real Estate Open Houses on Saturdays and Sundays. Because we are a gated and access controlled community, we require the following procedures:

## Open House and Real Estate Marketing

1. No "Open House" visitors will be permitted in the building without a licensed Realtor or homeowner at any time.
2. Unit Owner(s) or Realtor(s) must meet their visitors at the main lobby entrance when arriving and return them to that entrance when leaving. At no time shall any of the doors at the St. Raphael be "propped open" for any reason.
3. Realtors must provide the following information to the Gatehouse Staff: 1) their Company name; 2) the Realtor's name; 3) Unit number(s) and Owner(s) name for which they placed advertisements in the paper, and a phone number where they can be reached during the open house. The Gatehouse will keep a list of Realtors in order of the time they arrived. Gatehouse Staff will ask each visitor which unit they are here to see, and will contact the Realtor who placed the ad for that showing. If they are not here for a specific showing, the Gatehouse will contact the first Realtor who arrived, and for the next non-specific visitor, will contact the second Realtor who arrived, and so on, on a rotating basis.
4. All solicitation for the purpose of marketing the unit must occur within the unit and not in the common areas of the building—especially in the lobby area.
5. Open House hours are to be scheduled from the hours of 12:00 noon to 5:00 p.m. and limited to SATURDAY and SUNDAY ONLY.
6. All Realtors and visitors must park their vehicles in the guest parking spaces EAST of the VILLAS. No parking is allowed in the four spaces in front of the tower building.
7. Only one (1) "Open House" sign meeting Pelican Bay Association specifications is permitted at the entrance on Pelican Bay Blvd. This one (1) sign will advertise for all Realtors. The Gatehouse Staff will remove any sign found in violation.

The Gatehouse Staff will instruct visitors to wait at the lobby door entrance for the Unit Owner or Realtor to gain access to the lobby. The Gatehouse will call Unit Owner or Realtors by phone to meet guests at the lobby entrance. Realtors are to stay in the units they are showing until called by the Gatehouse. Only units on the form of "OPEN HOUSE" units are allowed to be viewed by visitors. The Gatehouse will check in all visitors. If the Realtor is occupied with other guests, the next guests must remain outside the lobby until that particular Realtor is finished with the guests they are with. A Realtor will accompany only one family at a time. All Realtors must show their business card to the Gatehouse when entering the property.

**Remember, ALL REALTORS are responsible for their guests while on the premises.**

# **St. Raphael Condominium Realtor Tours (Caravans) Rules and Regulations**

## **Realtor Tours (Caravans)**

The St. Raphael Manager's Office must be notified at **least forty-eight (48) hours in advance** of any "Caravan Tour" preview of units.

Tours will only be conducted Monday – Friday between 8:00 a.m. to 5:00 p.m.

All touring Realtor visitors will come in and leave at the same time, and will **be accompanied by the hosting Realtor at all times while in the building.**

Tours will be limited to one hour in the building

Tours are to be limited to five cars on a tour at one time. If this is a problem, advise the manager when notice is given for the tour.

At no time shall any of the doors at the St. Raphael be "propped open" for any reason.

Hosting Realtors must provide the following information to the Gatehouse Staff: 1) their Company name; 2) Realtor name; and 3) Owners unit number and name for the tour. A phone number where the Realtor can be reached during the tour must also be provided.

No food or beverages will be served within the common areas of the building.

All Realtors must park their vehicles in the guest parking spaces EAST of the Villas.

No parking is allowed in the four spaces in front of the tower building.

The Gatehouse Staff have full authority to turn away Realtor cars if it appears that parking is becoming a problem.

**Remember, ALL REALTORS are responsible for their guests  
while on the premises.**

# *St. Raphael Condominium Association*

## *Real Estate Open House Rules*

St. Raphael is an access controlled community that allows Real Estate Open Houses on Saturdays and Sundays. Because we are a gated and access controlled community, we require the following procedures:

1. Open House visitors will check in at the front gate with the gatehouse staff. The gate staff will direct you to available parking and then to the front entrance where you will be met by a Realtor.
2. The gatehouse will assign a Realtor to escort you on your visit to our community. Visitors must be escorted at all times while at St. Raphael.
3. The Realtor will meet you at the access controlled front entrance door. The gate staff contacts them by phone to let them know you are here. Please understand that they may take a moment to get to the front door from the residence. Realtors are required to be in the Open House residence and are not permitted to be stationed in the front lobby.
4. There are times when all of the Realtors working at our community are busy with other visitors to the Open House. We ask that you be patient until a Realtor is available. The gate staff is instructed to ask visitors to wait in their vehicles until a Realtor is free.