



## OPEN HOUSE GUIDELINES

### General Rules & Unit Showings:

- a. When a unit is listed for sale, it is the owner's responsibility to make sure the listing agent knows all the available amenities, as well as the location of the particular parking space(s) and storage unit associated with the property.
- b. Showings are allowed any day between 9:00am – 4:00 pm. Advance notice to property management by email to [marinabayclub@sandcastlecm.com](mailto:marinabayclub@sandcastlecm.com) is appreciated. If a prospective buyer requests a sunset showing, the owner must approve.
- c. The owner's agent (listing Realtor) will be assigned a "guest pass" to the gate access system. This pass will be time restricted to 9:00am-5:00pm and will be revoked after the property has closed.
- d. Prospective buyers shall be met by either the owner or owner's agent in the lobby and escorted to the unit(s) and common areas. Under no circumstances should the prospective buyer be allowed to wander around the condominium property unescorted.
- e. No pets may be brought onto Marina Bay Club Property by Realtors or prospective buyers.
- f. Lockboxes are to be hung on the unit door only and removed immediately after closing. No lockboxes are to be hung on any railings.
- g. "FOR SALE" and "SOLD" signs are not permitted.

### Open Houses:

- a. Open Houses are allowed on Tuesdays, Saturdays & Sundays only from 1:00pm – 4:00 pm.
- b. Realtors or residents hosting an open house must notify property management at least 48 hours in advance by emailing [marinabayclub@sandcastlecm.com](mailto:marinabayclub@sandcastlecm.com) or speaking with the property manager on-site in person.
- c. A single generic "OPEN HOUSE" 18" x 24" sign may be placed at the driveway entrance to Marina Bay Club on Vanderbilt Drive at the time of the open house. No other attention getting devices such as balloons, flags, or banners are allowed on or near the open house sign. The sign must be removed by 4:30pm the same day. Note: If there are multiple open houses with multiple listing agents on the same day, only a single generic "OPEN HOUSE" sign should be displayed.

- d. The listing Realtor should have someone to assist with the open house. This individual does not have to be a Realtor. The assistant should escort prospective buyers to units, and show the MBC amenities, garage and storage locker associated with the unit.
  
- e. There is a white board available at the main gate entrance next to the call-box (under the "Welcome to Marina Bay Club" sign). Only the Realtor's phone number may be posted on open house day. Prospective buyers will be granted access by the Realtor holding the open house.
  
- f. Under no circumstances should a prospective buyer be allowed to wander around the condominium property unescorted.
  
- g. No Pets are allowed to be brought onto the property by the Realtor or prospective buyer.