

Sale & Marketing of Homes (Realtor Access & Open Houses)

Buckingham Estates Gate Access

Owner Responsibility – Any owner signing a listing agreement with a realtor to handle the sale of his home is directly responsible for the actions of that realtor and any guests/prospects or other realtors that come to his home in connection with the marketing effort. It is the owner's responsibility to be sure that the realtor that represents them follows the rules below.

Area Realtors - Agents taking a listing for a unit within the community must register the listing with the community association by providing a signed copy of the listing agreement to the Management Company (Sentry Management) and the Gate House. Sentry Management will provide a copy of the listing agreement to the Gate House so the Access Control Officers will have a record of it when access by the Realtor is requested.

When an agent arrives at the gate with a prospective buyer to show a unit, the agent must produce identification. The security officer will check the computer to verify the property is currently listed by seeing the required listing agreement of the Listing Realtor there. If there is no such listing registered, the realtor must contact the community association manager (Sentry Management). If possible, the security officer will call the resident to seek entry authorization. If unable to do so, the agent will not be allowed entry. The realtor and prospective buyer/renter must be in one vehicle unless the Realtor agrees to accompany his prospect while in the community and confirm to the Gate Access Officer when they are leaving the community. The Gate Access Officer will record the time they leave on the access records.

Realtor Open House - Agents having a valid listing registered in accordance with the provision above and desiring to hold an open house must follow the following policy and procedures:

1. Notify Sentry Management & the Gate House with the date, time, address, telephone number and agent to be present 48 hours prior to the planned open house.

2. The Gate Access Officer will log all information upon the agent's arrival at the property.
3. Individual non-resident prospects who wish to attend the open house, must contact the realtor or owner holding the open house. The realtor or owner must then register the prospect under the normal electronic guest registration system, or using the "**Guest List For Gate Access**" if four or more guests are expected to be attending the open house.

The reason for this is the form includes instructions which the Homeowner or Realtor must acknowledge relating to proper parking for guests attending the open house and respect for neighbors who may be impacted by the Open House.

4. A Realtor open house in which a realtor's office caravans a property once a listing is obtained, may only be held with 48 hours notice and a list of the potential attendees submitted on the required Guest List for Gate Access form submitted to the Gate House.

Unit Owner Open House – Any unit owner planning an open house, must comply with the same procedures listed above. Unit owners attempting to sell their home without the use of a licensed realtor will treat their prospects as a guest and will comply with the guest procedures described above the same as for a realtor.

Definition of Open House - For the purposes of these instructions, "Open House" is defined as any gathering for social purposes including parties, celebrations, friends meeting, etc.

1. **Meetings for Business** purposes such as network marketing businesses, or other businesses that bring non-resident prospects or business associates to Buckingham Estates or solicit clients in Buckingham Estates for the purpose of transacting business or training are not allowed and are not considered "Open Houses".

Such meetings do not meet the requirements for an allowable home business per Seminole County planning and zoning regulations and are a violation under the County code and the Buckingham Estates Covenants and restrictions.

2. **Estate Sales** are not allowed under the Open House provisions stated here. Any homeowners desiring to liquidate estate assets must make arrangements with an outside estate agent that is not setting up to do business in a home in Buckingham Estates. The Association and Gate Access Officers are not staffed to handle the volume of traffic from such sales. The community is not structured to handle the traffic or parking loads from such sales.
3. **Garage Sales** are not allowed under the Open House provisions stated here. There are two Community Sponsored garage sales per year in which residents can participate. Individual Garage sales are prohibited.