

PROCEDURES FOR BROKERS WORKING IN OUR BUILDING

1. Authorization for a broker to access a unit must come from the owner or their legal representative. Authorization should be in writing (letter, fax, email). Verbal authorization will only be accepted at our discretion, one time, and only if the Concierge on duty is familiar with the owner's voice; in which case written authorization must follow.

2. The hours for showing units are:

Monday – Friday	9:00 AM - 7:30 PM
Saturdays	9:00 AM - 2:00 PM

Management's permission is required to show units any other time.

3. Management *prefers* that brokers meet their clients prior to entering the Lobby, so they can enter at the same time, to avoid creating a "waiting room" environment in our lobby.

4. In further consideration of our residents and their guests, the lobby/sitting area should not be used to conduct business/meetings.

5. Please keep cell phone use in the Lobby to a minimum and converse at a low level.

6. The Concierge phone is not intended for use by brokers.

7. When scheduling an open house, please notify the Concierge one week in advance. An open house is limited to one broker's listing per open house. Any exceptions must be approved by the management. Open houses to the general public are NOT PERMITTED. Please speak to the Head Concierge regarding the logistics of the open house.

8. The Concierge cannot distribute any information, marketing or other promotional materials regarding units for sale or rent to other residents.

9. Our staff is here to assist you, but please do not make requests of them which if granted, would be contrary to building policies and/or jeopardize their employment.