

**COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.
POLICY & PROCEDURE**

Sellers Name: _____
Building Name/Unit #: _____
Sellers Phone Number: _____
Real Estate Agency : _____
Agent Name : _____
Agent Cell Number: _____
Agent Email : _____
Date of Open House: _____
Hours Open: _____

OPEN HOUSE RULES

1. This open house form must be signed by the real estate agent prior to the date of the open house and given to the Property Manager at the Calypso Club Office, 465 Cove Tower Drive, Naples, FL 34110, Tel: 239-593-3977, Fax: 239-593-3492, Email: CoveTowers@comcast.net.
2. No signs will be permitted on Cove Towers Preserve property, however a sign will be allowed outside the Cove Towers gatehouse (2nd Gate).
3. Open Houses will **ONLY** be allowed on Saturday and Sunday between 12 pm to 4 pm.
4. All prospective buyers must be escorted by the Realtor at all times while on Cove Towers Preserve property.
5. No security codes may be given out nor posted on gatehouse/building directories by either Realtor or seller.
6. Realtor will provide the following to the security guard at the Wiggins Bay gatehouse:
 - a. Address of Open House
 - b. Name of unit owner (for directory board) to obtain entry thru the Cove Towers gate and entrance to the building.
 - c. Name and cell phone number of the Realtor
7. Any Realtor violating these rules or the rules of NABOR will have an ethics complaint filed against them with NABOR. In addition, the unit owner will be fined up to \$100 per infraction by the Cove Towers Preserve Board of Directors.

 Seller Name

 Seller Signature

 Realtor Name

 Realtor Signature

*****Unit Owner shall be responsible for providing this form to your Realtor if planning an Open House*****

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