

ANDALUSIA HOMEOWNERS ASSOCIATION

c/o Community Management Services, Inc.
1935 Dry Creek Rd Suite 203
Campbell, CA 95008
Tel: (408) 599-1977, x143

rroggenbusch@communitymanagement.com

OPEN HOUSE REQUEST FORM

Name of Unit Owner(s): _____

Unit Address: _____

Telephone (Day): _____

Telephone (Evening): _____

Date Requested: _____

Time Requested: _____

Name of Realtor: _____

Real Estate Broker Name: _____

I acknowledge that it is the responsibility of the Realtor to provide a Realtor or Associate to provide Gate Access to the Association. The Realtor or Associate is to be stationed at the Guard House and shall perform the following:

1. Enter the access code to allow entry through the main gate.
2. Provide directions to the Open House location
3. Inform attendees where they can park (Guest Parking Spaces Only)
4. Hand out any promotional material for the Open House
5. Must stay at Guard House from start to finish of Open House, or if relief needed provided with another person to replace him/her at that time.

Signed: _____ Date: _____

Once completed, this form should be mailed, faxed, or emailed to management at least three (3) days prior to the requested date of the real estate open house. There will be an open house fee of \$100 per day for each open house.