

Hilton Head Plantation Property Owners' Association



Open House Procedures

Open House Procedures

Gate Pass: *issued to clients to view advertised property*

Realtors must submit a copy of their gate pass one (1) week prior to the scheduled event and /or Open House.

Gate Pass – include the following information:

Type of event
Date of event
Address
Time

Real Estate Company
Realtor's name
Cell number
HHP Realtor Decal Number

All Gate Passes are to include this warning:

This permit is restricted to visitor's direct access to and from the house on tour. The properties and roadways of Hilton Head Plantation are private and any violation of the scope of this permit will result in criminal prosecution under SC Code Ann, Section 16-11-620.

Register Log Sheet of clients.

Realtors must register all visitors/clients who are viewing their advertised property. Registration Log will include the following **information:**

Time
Date
Name of client
Address
Phone number
License Number
Vehicle Make and color

- ***This list of visitors/ clients, email or fax to the POA following the advertised event. Email: mchisolm@hhppoa.org, or fax: 681-8801, attention: Michele Chisolm.***

Open House Requirements

Open House, Homes for Sale/ Rent, Tour of Homes and Special Events:

Realtors must comply with the following:

- *Contact Michele Chisolm one (1) week before the scheduled event. Email: mchisolm@hhppoa.org or call 681-8800 ext. 242.*
- *Fax a copy of the Gate Pass and ad featuring the event for approval. Fax number 681-8801.*
- *Realtor must post HHP Decal number on the Gate Pass.*
- *Realtor must display a current Realtor's Decal or purchase a Day Pass at the Dispatch Center on the scheduled day of the event.*
- *Realtor must register their clients/guests.*
- *Registration Log Sheet is required.*
- *Record the following information:*
 - Time
 - Date
 - Name of Client
 - Address
 - License Number
 - Vehicle make and color
- *Email or fax Registration Log List after scheduled event.*
- *Realtors sponsoring these events are responsible for their visitors.*
- *Homes involved in the event may not be identified by balloons, ribbons, or any other visual device.*
- *All featured properties must have a Realtor on location.*