

## **Hilton Head Plantation Property Owners' Association Realtor Open House Procedures**

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### **Purpose**

This document outlines the procedures and requirements for Realtors hosting an Open House, Home for Sale/Rent showing, Tour of Homes, or Special Event within Hilton Head Plantation (HHP). Compliance with the following guidelines is mandatory to ensure the safety, privacy, and smooth operation of the community.

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### **1. Gate Pass Protocol**

Realtors are responsible for issuing a gate pass to clients wishing to attend an advertised property event. All passes must be submitted for approval **no later than one (1) week** prior to the scheduled event.

#### **Gate Pass Submission Requirements:**

- Type of event (e.g., Open House, Home Tour)
- Date of event
- Property address
- Event time
- Real Estate company
- Realtor's name
- Realtor's cell number
- Valid HHP Realtor Decal Number

#### **Important Notice to Include on All Gate Passes:**

*"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."*

#### **Gate Pass Distribution:**

- Realtors may email or text the pass to their clients.
- Clients may present the gate pass electronically at HHP gates or display a printed copy on the vehicle dashboard.

**Gate Pass Approval Submission:**

- **Email:** wlee@hhppoa.org
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**2. Registration Log Requirement**

Realtors must maintain a **Visitor Registration Log** for all clients viewing the advertised property. This log must be submitted to the POA immediately following the event.

**Registration Log Must Include:**

- Time of visit
- Date
- Client's name
- Client's address
- Phone number
- Driver's license number
- Vehicle make and color

**Submit Registration Logs to:**

- **Email:** wlee@hhppoa.org
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**3. General Open House Requirements**

All Realtors sponsoring or hosting Open Houses, Home Tours, or related events must adhere to the following:

- Contact **Williette Lee** at least **one week prior** to the scheduled event:
  - **Phone:** 843-681-8800 ext. 242
  - **Email:** wlee@hhppoa.org
- Submit a copy of the event Gate Pass for approval via email • wlee@hhppoa.org.

- Realtor must include their **HHP Realtor Decal number** on the Gate Pass.
- Display a valid Realtor Decal or obtain a Day Pass from the Dispatch Center on the event day.
- A Realtor must be present at all advertised properties.
- No home may be marked with balloons, ribbons, or similar visual indicators.
- Realtors are responsible for the behavior and conduct of all visitors during the event.

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### Questions?

Please contact:

**Williette Lee**

Community Relations Specialist

Hilton Head Plantation POA

**Email:** [wlee@hhppoa.org](mailto:wlee@hhppoa.org)

**Phone:** 843-681-8800 ext. 242