

# Hilton Head Plantation Property Owners' Association



## Open House Procedures

## **Open House Procedures**

**Gate Pass:** *issued to clients by the Realtor 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  
Valid 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.***

Realtors may forward a copy of the gate pass to a client via text or email. Clients may present pass via electronic device at HHP Gates or clients may display a hard copy of gate pass on the vehicle dashboard.

### **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: [wlee@hhppoa.org](mailto:wlee@hhppoa.org), or fax: 681-8801, attention: Wiliete Lee.***

## **Open House Requirements**

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

Realtors must comply with the following:

- *Contact Wiliete Lee one (1) week before the scheduled event. Email: [wlee@hhppoa.org](mailto:wlee@hhppoa.org) or call 843-681-8800 ext. 242.*
- *Fax a copy of the Gate Pass featuring the event for approval. Fax number 843-681-8801.*
- *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.*