

MAXWELL KATES, INC.

TO: ALL RESIDENTS AND REAL ESTATE BROKERS

RE: PROCEDURES FOR OPEN HOUSES

FROM: MANAGEMENT

DATE: JANUARY 31, 2017

Ladies and Gentlemen:

We wish to remind you of the proper procedure to follow if you want to hold an Open House Event. Please be reminded in order to maintain the security and privacy of the building's residents, the Board of Directors has approved the following procedures concerning "Open Houses".

Thank you for your anticipated cooperation in this matter.

1. Any Shareholder who is planning to have an Open House must submit to the Building Superintendent a completed Open House Registration Form at least 72 hours prior to the Open House.
2. Under no circumstances will the building's staff allow unescorted viewers access to the elevators or apartments. In addition, building staff cannot be used to monitor your Open House Event or participate in any way.
3. All viewers are required to sign in and out of the building.
4. ALL brokers are required to have at least two representatives present for the duration of the Open House. One representative will remain in the apartment and the other will escort viewers to and from the lobby.
5. All viewers shall remain in the lobby until such time as the resident seller or their broker comes down to the lobby and personally escorts the viewers to the apartment.
6. At no time shall viewers be allowed to wander the building unescorted without a resident or broker. The allowable times for Open House Events are 11am to 1pm and 1:30pm to 3:30, Saturdays and Sundays only.
7. All brokers are advised that they are prohibited from placing advertisements or any other unsolicited material under any apartment doors.
8. These procedures will be strictly enforced. Brokers who violate these procedures shall be prohibited from gaining future access to the building and Shareholder will be penalized \$250 for the infraction.

OPEN HOUSE REGISTRATION

Date of Open House: _____

Hours of Open House: _____

Apartment #: _____

Unit Owner(s): _____

Broker Name: _____

Brokerage Name: _____

Broker's Office Phone: _____

Broker's Cell Phone: _____

Broker's Email: _____

I acknowledge that I have read, understand and agree to abide by the Cooperative's Procedures for Open Houses. I understand that if it is determined that I have violated the Cooperative's Procedures for Open Houses, the Board of Directors or Management may prevent me from hosting Open Houses in the future.

SIGNATURE

Print Name

Date