



Open House Procedures

An open house request form is to be completed and provided to the office no later than noon, four days prior to the open house (see attached). It may be submitted in person or by email (mcuoa@vacoxmail.com AND sac@vacoxmail.com.)

Realtors (to include owners selling their units without an agent) should confirm that the form has been received and the gate notified by calling 703 960 0410 on the Friday before the open house.

The Open House will also be included in "This Weekend in Montebello" to provide residents information on the upcoming Open House.

An easel will be stored in the hobby room of each building and secured with a key. Those agents who live in Montebello will be given a key to the easel lock; other agents will sign out a key at the front desk and return the key when they have returned the easel to the hobby room. Agents will supply their own core boards for the easels (in the event that there are multiple open houses on the same day, the realtor that sets up the easel with her/his core board will be expected to share the core board space). It is the realtor's responsibility to place the open house information on the easels and remove it no later than one hour after the open house.

Directional signs may be placed in front of the complex and at the entrances to the access road on public land.

Advertisements are NOT to be posted on the doors or lobby tables

Balloons or any other type of visual displays including signs, are NOT to be placed in windows or in any common areas

If you are not already registered for the webpage montebello.org, you may do so by selecting Available Homes, then selecting Listing Procedures and then filling out the form to request a user ID and password for access to the site. Once you are registered, you may post your listing and the open house under Available Homes and then Condos for Sale or for Lease.

Effective February 1, 2013



Temporary Open House Pass

Montebello welcomes you to visit an open house on our wonderful grounds. If you have never seen our extensive common facilities, ask the realtor showing the open house to see if someone could guide you to the community center.

Please proceed to the front of the building containing the open unit. Enter the front door and dial 288 on the panel for admittance. If there is a person unable to climb stairs in your party, park in the rear of the building and push the button on the box to the right of the rear entrance under the green awning.

Montebello is a gated community and is very mindful of the security of its residents and it carefully monitors visitors. Please return this pass to the guard at the entrance within one hour of the time you entered unless arrangements have been made for a longer stay.

Effective February 1, 2013



Open House Request

This form is to be completed by the requesting realtor and provided to the office in person or by email (mcuoa@vacoxmail.com and sac@vacoxmail.com.) no later than noon, four days prior to the open house, in order to be included on "This Week At Montebello".

Requested Open House: Building and Unit _____

Day _____ Date _____ Time _____

Name of Owner or Renter _____

Is there a Phone in the Unit? Yes ___ No ___ Phone # _____

Name of Realtor Requesting Open House _____

Realtor's Phone: Cell _____ Business _____

Comments:

Requesting Realtor:

Printed Name Signature Date

.....
For Office Use Only

Received on: _____ Notified gate on: _____

Received by: _____ Notified gate by: _____

The gate will provide a Temporary Open House Pass to each visitor and give directions to the appropriate building.

Effective February 1, 2013