

4.6 ADMISSION OF REALTORS

(A) When a resident sells a house through a real estate agent, the resident should notify the front gate that the house is for sale and the name of the Listing Agent. The resident is required to enter the Listing Agent's name into *dwellingLIVE* as permanent guest and add a note in the "Notes for Attendant" section that this guest is a Listing Agent. This will allow a Listing Agent who is not a resident of KP to enter KP. It is important for the resident to notify the gate Officer if the Listing Agent is NOT a resident of KP.

(B) The Listing Agent has the responsibility of notifying the front gate of the names of Sales Agents who will show a listing and when the showings will take place.¹ Sales Agents are subject to the same admission procedures as specified in Section 4.2(A).

(C) There are two efficient ways to notify the front gate of house showing.

(1) By using ShowingTime software.

a. A Listing Agent will enter all pertinent listing information into ShowingTime including who should be notified if a Sales Agent wants to show a house and which notification method should be used; i.e., telephone or email.

b. A Listing Agent can instruct ShowingTime to send an email to KP's front and back gates by using the email address: **KensingtonPark@ssei.com**. When ShowingTime informs the Listing Agent of the appointment, ShowingTime also will notify KP's gate officers of the showing through an email.

c. ShowingTime is an efficient way for a Sales Agent to notify the Listing Agent and the front gate of a house showing. Not all Listing Agents use ShowingTime to schedule showings; some Listing Agents call the front gate directly.

d. The gate Officers at the front and back gates will receive the email and enter the Sales Agent's name, address of the residence, and date/time of the showing into DL.

e. By using this method, a Listing Agent would not have to call the gate Officer to schedule the showing, thereby, saving time and making the process more efficient.

(2) If a Listing Agent does not use ShowingTime, the agent would have to call the front gate and tell the Officer the pertinent information about the showing; i.e., the Sales Agent's name, the residence for the showing, and the expected arrival time of the Sales Agent.

(D) If a Prospective Buyer does not accompany or follow a Sales Agent into KP, then the following admission process is used.

(1) If a pre-registered Sales Agent, who is not a resident in KP, presents at an entry gate without a Prospective Buyer in the car, the Sales Agent will be admitted to KP subject to the admission procedures described in Section 4.2. The Sales Agent has the option of going directly to the house for sale or waiting in a designated waiting area near the tennis courts until the Prospective Buyer's arrival. The gate Officer will ask the Sales Agent for the Prospective Buyer's name in order to expedite the Buyer's entry into KP.

¹ The process of a resident entering the name of a Listing Agent as a permanent guest into DL, does not authorize the Listing Agent to access the resident's DL profile and enter the names of Sales Agents. To circumvent limitations of *dwellingLIVE*, once the gate Officer has been notified by the resident that their house is for sale and the name of the Listing Agent, the Listing Agent is given *de facto authority* to telephone the gate Officer and authorize admission into KP of Sales Agents or Prospective Buyers during the sales process.

(2) If the Prospective Buyer presents at an entry gate and the Sales Agent has already been admitted, the gate Officer will ask the Prospective Buyer for the name of the Sales Agent and the location of the property. Once that information is verified, the gate Officer will follow the admission procedures for the Prospective Buyer described in Section 4.2.

(3) If the Prospective Buyer presents at an entry gate at the scheduled time for the showing, but before the Sales Agent arrives, there are two options:

a. The Prospective Buyer can wait for the Sales Agent outside the gate until the Sales Agent arrives and both will be admitted at the same time or

b. If the Prospective Buyer gives the gate Officer the name of the Sales Agent, address of the property, and time of the showing, the Officer will confirm that information in DL. If the Officer is satisfied with the accuracy of the information, the Prospective Buyer can be admitted into KP and proceed to the property, subject to the admission procedures described in Section 4.2.

(E) If a Prospective Buyer presents at a gate house before a Sales Agent and more than fifteen (15) minutes before the scheduled showing time, the Buyer will be asked to wait until either the Sales Agent arrives or until the scheduled showing time.

(F) If a Sales Agent arrives at a gatehouse before a Listing Agent notifies the gatehouse of the Sales Agent's arrival, the Officer will inform the Sales Agent that approval for admission has to be obtained from the Listing Agent. It is not the responsibility of the gate Officer to contact the Listing Agent, but the Officer may do so if time permits. If the Listing Agent approves the Sales Agent's admission, the Officer will admit the Sales Agent subject to the admission procedures described in Section 4.2. If the Sales Agent is not able to contact the Listing Agent to obtain permission to enter, the Sales Agent and Prospective Buyer, if any, will be denied admission, even if the Sales Agent was admitted to KP on a previous day.

(G) For Sale by Owner: A Resident who decides to sell a residence on their own should notify the front gate Officer that the residence is for sale. The Resident has the responsibility to notify the front gate of potential buyers by entering the appropriate information in *dwellingLIVE*. Upon arrival, the Prospective Buyer is subject to the admission procedures stated in Section 4.2. If a Prospective Buyer presents at a gate and the gate Officer has not been notified of the visit, the Prospective Buyer will be denied admission and told to contact the Resident directly.

(H) Open Houses

(1) Periodically, KP designates certain Sundays to allow Listing Agents to conduct Open Houses within KP between the hours of 1300 hours and 1600 hours.

(2) Prospective Buyers attending an Open House Sunday are subject to the same admission procedures described in Section 4.2, except they do not have to have a resident's permission to be admitted.

(3) Prospective Buyers are never allowed to enter KP to view a house for sale without an authorized Open House Day or without a Listing or Sales Agent escort.

(4) For Sale by resident owners are subject to the same Open House rules as Listing Agents.

(I) Contractors or Consultants

Contractors or consultants of a Listing Agent, Sales Agent, or Prospective buyer are not admitted to KP unless authorized by the Listing Agent or, with the Listing Agent's permission, the Sales Agent. In the case of a Sales Agent, the Listing Agent continues to have the responsibility to notify the gatehouse that a Sales Agent will arrive and will be escorting a contractor or consultant.