

SHOW HOUSE PROCEDURES

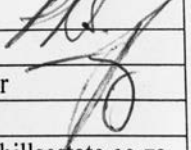
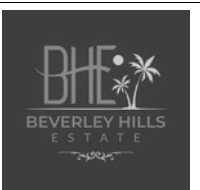
BEVERLEY HILLS ESTATE
HOMEOWNERS ASSOCIATION



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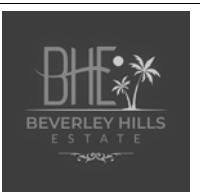
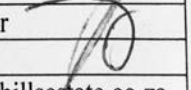
Procedure for Show Houses and For Sale Signs		Beverley Hills Estate	Chairperson		
		Signature:	Estate Manager		
		Signature:			
Preparation date:	28 April 2020	Webpage Publication	www.beverleyhillsestate.co.za		
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1. Procedure for Show Houses and For Sale Signs



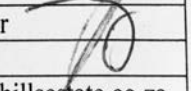
To maintain a control on security and monitor the movement of non-residents on the Estate, our POLICY AND PROCEDURE for SHOW HOUSES and FOR SALE SIGNS has been revised and will be as follows:

Only during Show House hours will “For Sale Signs” or “On-show” boards or marketing banners be allowed outside the perimeter of the Estate.

1. All owners who are selling their property must inform the Estate Manager via email that they are doing so, and which (authorised) Estate Agency will be involved.
2. Only legitimate properties “For Sale” within the Beverley Hills Estate will be permitted to be “On Show”.
3. Show House hours are only from 10h00 to 17h00.
4. No Show House boards / For Sale Signs are to be displayed inside the Estate unless the Authorised Agent is on duty within the property that is for sale. If such a board is left on site after 17h00 it will be impounded and will be returned only on payment of a **R500** fine to Beverley Hills Home Owners Association, via the Estate Manager.
5. Authorised Agents can only “Show House” one property at a time. They can however show interested parties other properties within the Estate which they have listed, but are not on show for that particular day.
6. Authorised Agents who have a listed property for sale on the Estate may show interested parties the property/unit as and when necessary.
7. No Agent’s pointer boards are allowed within the Estate directing visitors to the property / unit. The agent must come to the Gatehouse to sign in the interested parties. (Only 1 (one) Estate Agency identification board may be placed outside the particular property / unit “On Show”).
- 7.2 Agents must be in attendance at the property / unit for sale and may not station themselves at or near the main entrance/security gate. The interested viewers should be provided with the agents’ cell phone numbers so that they can contact the Estate Agent directly in order to be fetched from the gate to the property for sale.
8. The Estate Manager must be given no less than 48 hours’ notice of a Show House, the notice to be e-mailed to manager@beverleyhillsestate.co.za by prospective Estate Agents.
9. Estate Agents may not give the Security Guard on duty any instructions. The Security Guards will only take instructions from the Estate Manager.
- 10.1 The Security Guards on duty will not direct visitors to the units being offered For Sale.

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10.2 As stated in #7.1 agents “On Show” are to collect visitors at the security gate. Keys for units may be left to be collected from the Security Guards, provided they are in a clearly marked and sealed envelope. No responsibility will be taken by the Estate for missing keys.

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