

**HAMMOCK DUNES OWNERS' ASSOCIATION, INC.**

**REAL ESTATE OWNER ACCESS FORM**

**Attachment 1**

I hereby authorize the Hammock Dunes Owners' Association, through its access control contractor Securitas, Inc., to provide community gate access to the listing agency below. I agree it's the responsibility of the listing agency to notify me when an appointment/showing is scheduled. I understand the gate officer will NOT notify me when a real estate agent request community access. The officer will follow the procedure pursuant to the Hammock Dunes Owners' Association Real Estate Access Control Policy & Procedures document.

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Hammock Dunes Property Owner Signature

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Hammock Dunes Property Address

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Listing Agency

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Listing Agent Name & Phone Number

January 2013

## **HAMMOCK DUNES OWNERS' ASSOCIATION, INC.**

### **REAL ESTATE ACCESS CONTROL POLICY & PROCEDURES**

Real estate agents requesting access into Hammock Dunes, including Island Estates, must follow the procedure identified below:

- The real estate listing agency must be confirmed in writing (attachment 1) by the Hammock Dunes property owner they are representing. This confirmation can be delivered to the Hammock Dunes front gate or the management office adjacent to the main gate. Included in the confirmation should be the name and contact information of the listing agent. The other alternative is for the listing agency and contact information to be programmed into the CapSure access profile via the owner's gate access personal profile. This can be done through the Hammock Dunes Owners' Association (HDOA) website, [www.hammockdunesoa.com](http://www.hammockdunesoa.com).
- Once the real estate agency is confirmed, all agents associated with the agency will be granted gate access to the property. The real estate agent will be required to show proof of association, by photo identification and business card. It is the responsibility of the listing agency to notify their client, Hammock Dunes owner, the time & date of their showing. The gate officer will not contact the owner each time access is provided once the real estate agency has been confirmed.
- Non-listing real agents or selling agents will not be granted access into the Community unless the listing agency has preauthorized their entrance or access is provided directly by the owner. It is the responsibility of the listing agency to notify their client, Hammock Dunes owner, the time & date of the non-listing agent's showing. If the listing real estate agency has preauthorized their entrance, the gate officer will not contact the owner each time access is provided.
- Real estate agents will not be directed to the front gate office building unless they have specific property management questions.

If the HDOA, through the access control provider Securitas, Inc., does not have a confirmed authorized approval, the real estate agent will be turned away and denied access into the Community.

Owners or Residents inquiring about their CapSure personal profile, or Real Estate Agencies having questions about the above Access Control Policy can contact Travis Houk with Southern States Management Group for additional information. Contact number is 386-446-6333

January 2013