

Overview of Program to Improve Realtor Experience at 900

Program Highlights:

- **Informational Packet for Realtors and Owners** - "Listing Your Unit For Sale or Rent"
This is available on the website and includes important information owners and their realtors should be aware of. It will also be emailed and/or a hard copy provided by the management office if requested.
- **Professional Pictures Available of Common Areas** – these are available on the website, and realtors will be able to access in addition to owners. This will enable realtors to professionally market an owner's listing with comprehensive pictures of the common areas.
- **Designated Area for Lock Boxes** – we now have a location in the lower lobby, which can accommodate approximately 100 "electronic" lock boxes. This provides easy access for realtors to show units, especially in the evenings and weekends.
- **Discounted Parking** – we are now providing 50% off valet parking for realtors and their clients for the first hour. Normal rates would apply afterwards. Validation for the discount will be provided during registration at the front desk.

Realtor Listing & Showing Process Overview:

1. Realtors and owners will review "Listing Your Unit for Sale or Rent," and contact the management office for further assistance to register their unit for showings. Management staff will assist with any questions and install the "electronic" lock box in lower lobby.
2. When visiting 900 to show units for sale/rent realtors and their clients will park in upper valet. They will then register with the front desk and leave their identification. The front desk will validate their parking, so they receive the discount when retrieving their vehicle.
3. The realtor will be directed to the lock box room, and assistance will be provided if required. The realtor will obtain the key and fob from that specific unit's lock box and proceed to show the unit and common areas without any further restrictions. Only "electronic" lock boxes are allowed. Any other lockbox will be removed and held at the at the Management Office. The association will not be held responsible for any damage to the non-compliant lockbox when removed.
4. When the showing is complete the realtor will return the keys and fob to the lock box. Then they will retrieve their identification at the front desk, before retrieving their vehicle from valet.
5. Open Houses – we will accommodate for brokers only, which is when the listing is new and the agent wants other agents to preview the property for feedback on the listing. This will be permitted during the weekdays from 11am until 3pm, and discounted parking rate will still apply. The listing agent must notify the management office in advance with the date and time.