



# Wiggins Bay Foundation

## Open House Policy

- If an owner is selling through a realtor, the owner is responsible for adding their realtor as a guest or user in dwellingLIVE.
- Only a Florida Licensed Realtor or homeowner may hold, and be present for an Open House.
- The homeowner is responsible to ensure that their realtor and/or management company understand and comply with the Wiggins Bay Foundation and individual Condominium Association rules for these events.
- The Gate Attendant will not be allowed to accept or distribute information, nor may any other information be left at the Gate House.
- Open Houses may be held on Saturdays and Sundays only, between the hours of 1-5 p.m.
- The real estate company or homeowner is responsible for notifying the gate attendant of all open house events scheduled no later than noon the preceding Friday evening by 10:00pm.
- The Realtor/Homeowner will provide the Gate Attendant with the following information;
  - Date of Open House
  - Community Name
  - Address
  - Realty Company
  - Listing Agent Name
  - Listing Agent Cell Phone
  - Homeowner Name
- The Gate Attendant will input the information in the log provided by the Property Manager.
- Signage
  - Only Open House signs are permitted.
  - Sign Dimensions: no bigger than 20" x 24"
  - No balloons or other embellishments are allowed on the signs.
  - Signs are permitted only in the front of the home, entrance into each neighborhood, the beginning of the respective street only.
  - Signs are allowed for one hour before the open house and must be removed by no later than one hour after the open house ends (Signs may be up from 12 pm to 6 pm.)
  - All signs must comply with Collier County regulations.