



Open House and Real Estate Home Tour Policy

I. Purpose

The purpose of this Open House and Real Estate Home Tour Policy is to (1) comply with A.R.S. § 33-1808(F), which governs open houses for real estate that is for sale, (2) facilitate the sale of property within Desert Mountain to ensure marketability and property values, (3) protect the safety of potential buyers and Desert Mountain residents, and (4) provide guidance to selling homeowners and their real estate agents who wish to conduct open houses or real estate tours.

II. Open Houses

- A. An open house for real estate that is for sale may be held between the hours of 8:00 AM and 6:00 PM, seven days a week.
- B. The selling homeowner, or their agent, must provide a written notice to the Association Business Office a minimum of twenty-four (24) hours before the open house is to take place. The written notice shall include:
 - 1. The date and time of the open house
 - 2. The address and name of the homeowner
 - 3. The name of the listing agent and real estate company
 - 4. Potential participants (other than real estate companies and agents), if known
- C. Open House signs must be industry standard size and placed on the property of the open house.
- D. Open House signs are prohibited on any common area, unless otherwise expressly permitted by the Board or the Association's Managing Agent in writing, or approved in accordance with an authorized Real Estate Home Tour Agreement as set forth in Section III(G), below.
- E. The listing/showing agent is required to check in and out at the Main Gate.
- F. On the day of the Open House, the real estate agent or the homeowner holding the event must provide copies of maps for potential buyers at the Main Gate. The purpose of the maps is to promote safety and convenience for event participants by reducing the possibility that they will get lost in the community and apprising them of the Desert Mountain Safety Guidelines. The maps shall include:
 - 1. Directions to the open house
 - 2. Real estate agent's phone number
 - 3. Desert Mountain Main Gate Phone Number (480-635-5630)
 - 4. Notice of possible wildlife on roadways
 - 5. Community Speed Enforcement Policy

The homeowner or agent shall stop at the Gate House and pick up any remaining maps within one (1) hour after the end of the Open House. Unclaimed maps shall be destroyed.



- G. Persons arriving at Desert Mountain wanting to view an Open House must be able to provide the destination address, or the name of the real estate company or agent hosting the open house. Any person unable to give a destination or identify the real estate company or agent shall be declined admission.
- H. A guest shall also present a valid driver's license, or equivalent form of identification, and a vehicle license plate number. (Please note also that it is standard Association practice that everyone entering Desert Mountain is photographed by the Association's Access Control Camera System.)

III. Real Estate Home Tours

- A. This Policy shall apply to all Real Estate Home Tours for real estate that is for sale. Home Tours of real estate that is not for sale shall be prohibited, unless otherwise authorized in writing by the Board, or the Association's Managing Agent, based on a case-by-case determination.
- B. Real Estate Home Tours shall not exceed two (2) tours per week and shall not be conducted before 12:00 noon or after 6:00 PM. Two tours are not permitted on the same day.
- C. Any person or entity desiring to conduct an organized Real Estate Tour within the Association must contact the Association not less than seven (7) days in advance of the anticipated date of the Tour for purposes of executing a Real Estate Home Tour Agreement. Signs advertising the Real Estate Home Tours are prohibited within Desert Mountain, except for industry standard open house signs located on the properties for sale and pre-approved Real Estate Home Tour signs as set forth in Paragraph G below.
- D. Any person or entity desiring to execute a Real Estate Home Tour Agreement shall submit a written request to the Association's Business Office a minimum of seven (7) days prior to the event. The written request shall include:
 - 1. The proposed date and time of the event
 - 2. The number of homes included in the tour
 - 3. The estimated number of attendees
 - 4. The addresses of the real estate for sale and the names of the homeowners
 - 5. The name(s) of the listing agent(s) and real estate companies involved
 - 6. The name and contact information for the organizer(s) of the event
 - 7. Potential participants (other than real estate companies and agents), if known
- E. Standard Real Estate Home Tours shall be limited to no less than 10 homes and no more than 24 homes.
- F. If the proposed Real Estate Home Tour exceeds 24 homes, the Board or the Managing Agent may impose one or more of the following additional safety requirements, to be provided at the expense of the event organizer(s):



1. Buses/Shuttles to transport participants from centralized parking in lieu of self-guided tours
 2. Additional Security Personnel
 3. Parking restrictions
 4. Other reasonable accommodations or requirements as determined to facilitate convenience and safety.
- G. Those entities and/or individuals that have executed a Real Estate Home Tour Agreement with the Association and that have been approved by the Association shall be permitted to place pre-approved home tour signage (e.g., sandwich board signs) on common areas to guide tour participants. The event organizer shall meet with the Association's Managing Agent at least seven (7) business days prior to the event to discuss these signage requirements and locations. Signage may be placed out in Association common areas no earlier than 5 pm the day prior to the tour and must be removed no later than 8 pm the day of the tour. The event organizer(s) shall promptly remove the signs after the event. If the signs are placed in Association common areas outside of these hours, they may be removed by the Association and may be discarded.
- H. On the day of the Real Estate Home Tour, the event organizer must provide copies of maps for tour participants at the Main Gate. The purpose of the maps is to promote safety and convenience for event participants by reducing the possibility that they will get lost in the community and apprising them of the Desert Mountain Safety Guidelines. The maps shall include:
1. A map showing all houses on the Tour that shall include (for each home):
 - a. Address
 - b. Desert Mountain Village and Lot Number
 - c. Directions
 - d. Multiple Listing (MLS) Number
 - e. Price
 - f. Square Footage
 - g. Listing Agent w/Contact Information
 2. The map will also include the following additional information
 - a. Event organizer's phone number
 - b. Desert Mountain Main Gate phone number (480-635-5630)
 - c. Notice of possible wildlife on roadways
 - d. Community Speed Enforcement Policy

The event organizer shall stop at the Gate House and pick up any remaining maps within one (1) hour after the end of the event. Unclaimed maps shall be destroyed.

- I. Persons arriving at Desert Mountain wanting to participate in the Real Estate Home Tour shall present a valid driver's license, or equivalent form of identification, and vehicle license plate number, unless the person is previously approved. (Please note that it is standard



Association practice that everyone entering Desert Mountain is photographed by the Association's Access Control Camera System.)

- J. Participation in an organized Real Estate Home Tour shall be open to any realtor holding a listing in Desert Mountain on a first-come first-served basis, regardless of the real estate firm the realtor affiliates with or represents.

This Resolution was adopted by the Master Board of Directors at the Board meeting held on December 4, 2017.