



OPEN HOUSE PROTOCOL

Owners are responsible to ensure that their Real Estate Agents follow the following protocol.

The protocol for the real estate representatives and visitors is as follows:

- 1.** → The Concierge collects the business card(s) of the real estate staff working at the Open House. If they do not have business cards or if the Owner is selling the unit privately, the Concierge will collect the full name, phone number, email address, and company name, where possible;
- 2.** → Visitors must register with the Gatehouse and provide driver's license information;
- 3.** → The Gatehouse must inform the Front Desk with the names of visitors coming in to the Open House;
- 4.** → Each visitor will separately sign the sheet at the Front Desk on entry, noting time of entry. They will be asked to sign out on leaving, noting the departure time;
- 5.** → The Concierge contacts the Agent to meet the visitor at the Front Desk;
- 6.** → A real estate representative must accompany the visitor from the front door to the unit and back to the front door when leaving. The concierge does not accompany the visitors to the unit;
- 7.** → Visitors are **NOT** allowed to roam the building or visit common element areas, such as the pool, gym, party room, library, etc. Washrooms should be available in the unit hosting the Open House. Tours of the building are restricted to individual showings of units when the Agent can accompany the potential buyer.



RIVERSIDE GATE II Condominium Corporation OCSCC 769



PROTOCOL

FOR OWNERS AND AGENTS



3580 Rivergate Way,
Ottawa Ontario K1V 1V5