



Horizon Bay Body Corporate - Rentals, Show Houses, Open House and Client Viewing Policy - Annexure “H”

SECTION A

1. Management Overview:

The management of Rentals, Show Houses, Open House and Client Viewings in Horizon Bay resides with the Horizon Bay Body Corporate, herein referred to as HBBC. This policy is an extension of the Conduct Rules as filed with the Ombudsman and will be managed, adapted and updated from time to time by the Trustees of the HBBC.

2. Management Procedures:

These matters will be revisited from time to time by the Trustees.

SECTION B

3. Show Houses:

Should an Owner wish to sell his/her apartment and in the event of a show house being required the following procedure needs to be strictly adhered to:

- The Owner/Agent needs to advise the building manager 2 days prior to the date in writing of the date and time of the intended showing as well as the agent employed to do such showing together with his / her contact details.
- It will be the agent's responsibility to collect such persons at reception and take them to the apartment and then return them to reception after the viewing is completed. In the event of the apartment being unoccupied and/or not connected to the intercom system the agent will be advised on his/her cell phone. At no time may the prospective purchasers enter the building unaccompanied.
- Show days will be restricted to Sundays between 14H00 – 18H00.
- One show board will be allowed on the common property on show days. The position of that board needs to be arranged with the building manager. On show brochures can also be left at reception on show days only.
- Please note that all visitors must sign in/out at reception.

4. Open House:

Should an Agent wish to have an open house the following procedure needs to be strictly adhered to:

- The Owner/Agent needs to advise the building manager 2 days prior to the date in writing of the date and time of the intended showing as well as the names of the 2 agents employed to do such showing together with their contact details.
- Please note that all agents need to bring their business cards and present it at reception. The concierge at reception will sign them in and the card must be collected on the way out. One agent must remain in the reception area and the other agent should stay in the apartment.

5. Viewings by Agents/Owners:

Should an Agent wish to have a viewing the following procedure needs to be strictly adhered to:

- It will be the agent's responsibility to collect such persons at reception and take them to the apartment and then return them to reception after the viewing is completed. At no time may the prospective purchasers/tenants enter the building unaccompanied.
- The agent/owner and all clients need to sign in and out at reception.

6. General:

- Notwithstanding the above, the Trustees may impose additional rules as they deem fit to regulate show houses, open houses and client viewings to ensure that the security and harmony of the residents of the building are not compromised.
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