

GREENWICH MLS

GMLS BROKER OPEN HOUSE RULES AND REGULATIONS

Inclusion on GMLS Open House List

New Listings are to be in the MLS office no later than Monday or Wednesday at 4:00pm. Second Open Houses, Cancellations or Postponements must be in BEFORE 9:15 a.m. on Tuesdays and Thursdays. No new listings or Open Houses will be accepted on Tuesday and Thursday mornings.

Open House Times

The designated day and time schedule for when an open house may be conducted appears in the GMLS book and online on the Resource Toolbar under the section of "Open Houses". Deviation from the appropriate day and time is only allowed with the written request of the owner. 'Correct Time = No' must be selected when entering the Open House into the GMLS.

Open House Signs

All open house signs must conform to the town regulations: Size 18" x 24", white background with bold lettering reading either "OPEN HOUSE, REALTORS ONLY, or "PUBLIC OPEN HOUSE". No other language is allowed on signs. These signs are available at the MLS office for purchase.

Placement of Open House Signs

Open House signs may only be placed on the actual property or private access way for sale or rent.

Open House Notices

The Police Chief has recommended you have a sign attached to the front door: REALTORS ONLY. It has been suggested a notice be placed on the front door: "IF YOU ARE NOT A REALTOR & YOU ARE INTERESTED IN INSPECTING THIS PROPERTY, PLEASE CALL YOUR REALTOR OR CALL (firm phone number). A sample of this sign can be downloaded from the Resource Toolbar inside of the GMLS.

GMLS Name Tags

The GMLS name tags are **mandatory** for entry to a Broker Open House and must be worn conspicuously. Name tags should be current; the year of active participation is printed on each tag. It is the responsibility of the Designated Realtor and listing broker to enforce this rule. NO CLIENTS nor

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agents that are not subscribers of the GMLS should be allowed into the homes.

Security and Safety

- Advise your clients about items that might be best stored away
- Handbags are not allowed into Broker Open Houses
- Wearing coats is discouraged while attending Broker Open Houses. During colder weather, listing agent should consider providing a coat rack near the front door
- Agents are not permitted to take photographs or videotape of properties at an open house
- Broker Open Houses are for GMLS members only. Allowing anyone else into the property during this time may result in liability to listing agent and broker.
- Listing brokers should ensure that there is safe access to property. Leaves and snow and ice should be cleared off sidewalks, etc. Attending agents should use their best judgment and avoid broker open houses where their safety may be jeopardized.

Professional Courtesies

- Dress professionally
- Write name(s) legibly on sign-in sheet
- Carpool whenever possible
- Follow all parking instructions
- Consume any food or drink in the area in which it is served or otherwise directed
- Consider using professional parking attendant(s) in high traffic areas or for difficult access ways to property