



INDIGO RUN

Open House Policies and Forms

Welcome to Indigo Run. We are pleased you are listing and showing in our pristine community. In order to help make your experience working in Indigo Run go efficiently, we have put together the information you need to schedule your Open Houses.

You are required to notify the IRCOA office by Tuesday of the week the Open House is being scheduled. We need to have a signed Owner Permission Form on file (it applies for the duration of the listing contract).

Fax, email, or drop off (to the IRCOA office) the Open House Information form.

Please locate your Open House on the map included and present with your information form. Security will hand out the map with the passes on the day of the Open House.

Signs:

A Realtor with permission from Security may place an Open House sign at the property being sold. The sign may be placed one hour prior to the time advertised and must be removed as soon as the Open House has ended.

Please let me know if you would like any additional information. We value your partnership in making Indigo Run successful.

Best regards,

Dodi Heywood

Dodi Heywood
Phone: 843-689-7300
Fax: 843-689-7304
Email: dheywood@indigoruncoa.org



INDIGO RUN

Open House Information Form

Agent Information

Agent's name: _____

Agent's phone: _____

Real Estate Company: _____

Open House

Indigo Run address: _____

Owner's name: _____

Date of Open House: _____

Time: Begins _____ Ends _____

Fax: 843-689-7304

Email: dheywood@indigoruncoa.org

Questions: Dodi Heywood - 843-689-7300



INDIGO RUN

Owner Permission Form Open House

To: Indigo Run Community Owners Association (fax: 843.689.7304)

From: _____ (Real Estate Company)

Re: Open Houses for _____

Property Address

Date: _____

I give my permission to _____ (Real Estate Company) and

_____ (Realtor) to hold open houses in my home through the duration of the listing.

Listing contract dates: ____/____/____ through ____/____/____

Owner Name

Date

Please be advised that the IRCOA Office must be notified one week prior to any scheduled Open House.

INDIGO RUN

Open House Address: _____

Date: _____

Time: _____

Agent's Name: _____

