

**OPEN HOUSE REQUEST FORM & PROCEDURES**

32 Gramercy Park Owners Corp. (the "Corporation") will permit shareholders and/or brokers to conduct an open house for the sale or lease of an apartment at 32 Gramercy Park South, New York according to the following rules and regulations adopted by the Board of Directors:

- ❖ Open houses will be allowed on Saturday and Sunday **only**. The Corporation will not permit open houses during weekdays. A broker is permitted to conduct only one open house per designated time period (11:30 a.m. to 1:00 p.m., 1:00 p.m. to 2:30 p.m. and 2:30 p.m. to 4:00 p.m.).
- ❖ The managing agent may schedule up to two (2) Open Houses during each allowable designated time period. Brokers/shareholders are required to adhere to assigned time schedule and to avoid any overlap from the allowable time period.
- ❖ Most important, as part of the building's efforts towards maintaining security, each brokerage firm and/or shareholder conducting an open house is required to have available two brokers/shareholders to conduct the open house. One broker/shareholder must remain in the apartment, while the other must escort the visitor(s) to and from the lobby. Under no circumstances will a visitor(s) be permitted to leave the lobby to access an apartment without an escort of a broker and/or shareholder, nor should they be permitted to return after the visit, without an escort.
- ❖ Brokers and their assistants upon arrival at the building will be asked to register by signing the log book and showing picture ID. This will be required of the prospect as well. Anyone who is not able to show a picture ID will not be allowed to view an apartment.
- ❖ The management company will assign each broker/shareholder their open house time period upon the receipt of this completed request signed by the broker and shareholder. This request form must be faxed to the attention of Barbara Berrisford's assistant at (212) 340-9398 on the Monday prior to the weekend scheduled open house. A request form received prior to Monday 9:00 a.m. will be considered null and void. The management company will inform the broker/shareholder of their designated time and date by confirming same via phone.
- ❖ The broker and shareholder acknowledge that they have read house rule 17 and by signature, the broker and shareholder agree to adhere and comply with the open house rules and regulations and procedures set forth by the Corporation.

Broker/Shareholder – Please complete this portion of the form completely.

Apartment # \_\_\_\_\_ Shareholder Tel \_\_\_\_\_

Shareholder (Please Print) \_\_\_\_\_ Shareholder Signature \_\_\_\_\_

Brokerage Firm \_\_\_\_\_ Broker's Tel \_\_\_\_\_

Broker's Name (Please Print) \_\_\_\_\_ Broker's Signature \_\_\_\_\_

***I request permission to conduct an open house for the apartment listed above to be held on:***

Saturday, \_\_\_\_/\_\_\_\_/\_\_\_\_ MM DD YYYY Sunday, \_\_\_\_/\_\_\_\_/\_\_\_\_ MM DD YYYY

MANAGEMENT USE:

Saturday Approved \_\_\_\_\_ Sunday Approved \_\_\_\_\_

Time \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Time \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Managing Agent's Signature Date Approved Date Confirmed