



## **Schedule "E"—ACCESS FOR REAL ESTATE AGENTS**

Your Boards want to make it as easy as possible for you and your Real Estate Agent to show your suite to prospective purchasers, yet maintain the level of security we all enjoy.  
**The process described below is intended to achieve this.**

### **OWNER (VENDOR)**

1. The Owner shall advise the Management Office that his/her suite is listed for sale.
2. The Owner shall purchase a REAL ESTATE AGENT electronic Access Card for the Listing Agent (\$40.00 & \$20.00 will be refundable).

### **MANAGEMENT OFFICE**

1. Management shall assign & advise the Listing Agent of the 5-digit code for the REAL ESTATE AGENT ACCESS Card, which will permit access to the listed suite's building *and* the Recreation Centre.
2. Management shall laminate Listing Agent's business card to the REAL ESTATE AGENT Access Card, and attaches the suite key.
3. Management shall store the REAL ESTATE AGENT access card & attached suite key in the Gatehouse.

### **LISTING AGENT**

1. Before coming to the site:
  - a) Listing Agent shall call our Gatehouse (416-241-2130) to advise s/he is coming to show the suite;
  - b) Listing Agent shall quote the 5-digit code of the REAL ESTATE AGENT Access Card for the suite.
2. Upon arrival at the Gatehouse:
  - Listing Agent shall report to the Gatehouse and receives the REAL ESTATE AGENT Access Card & attached suite key, in exchange for the agent's business card.
3. When leaving the ISLINGTON 2000 complex:
  - Listing Agent shall leave the REAL ESTATE AGENT Access Card & attached suite key in the Gatehouse drop-box located in the exit driveway.

### **MLS AGENT**

1. Before coming to the site:
  - The MLS Agent shall ask Listing Agent to make the arrangements with our Gatehouse (416-241-2130), per item 1 above.
2. Upon arrival at the Gatehouse:
  - MLS Agent shall report to the Gatehouse and receive the REAL ESTATE AGENT Access Card & attached suite key, in exchange for the Agent's business card.
3. When leaving the site:
  - MLS Agent shall leave the REAL ESTATE AGENT Access Card & attached suite key in the Gatehouse drop-box located in the exit driveway.