



**To:** Real Estate Professionals  
**From:** Regency House Management Office  
**Re: Property Showings at Regency House Condominiums**

Dear Realtor:

We appreciate your assistance in buying and/or selling a condominium unit at Regency House Condominiums. For the courtesy and safety of the Regency House homeowners and their property, we request that all realtors comply with the following rules:

- **All unit showings must be scheduled through the Owner, and the Owner must notify Regency House Management Office at (414) 276-8599. The office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. If you need to schedule an appointment outside of these times, the Owner should contact the Management Office.**
- **You and your clients must sign in at the front desk, prior to entering the building. When signing in, all condominium units that are being viewed must be listed on the sign-in sheet.**
- **Only authorized real estate agents may hold open houses and display property literature inside the unit that is for sale. Property information and "Open House" or "For Sale" signs may not be displayed in or around the building. Open houses may be held Monday through Friday, 9:00 a.m. to 4:00 p.m., Saturday and Sundays, 10:00 a.m. to 2:00 p.m.**
- **Prospective buyers should not be left unattended in the building. For the comfort and security of all the Regency House homeowners, each realtor must escort prospective buyers from the time they enter the building, until they leave. This policy also applies to anyone attending an Open House.**

If you have any questions, please contact the Regency House Office at (414) 276-8599.

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