



Realtor Key Release and Showing Policy

When a Unit Owner chooses to list their Unit for sale while the Unit is managed by Spaces Realty, LLC, the following process will be followed with the purpose of:

1. Assisting the Owner in successfully selling their Unit.
2. Minimizing disruption to the Tenant's peaceable enjoyment of their home.
3. Compliance with the Alabama Landlord Tenant Act.

Key Release Policy

A key may only be released to someone who is not employed by the Manager when the Unit Owner provides a signed "Key Release Form" to be held on file by The Manager that lists who the Manager is authorized to release a key to for access to the Unit.

When a Unit Owner lists their Unit for sale with a licensed Real Estate Agent, the Manager will release the Unit Key to be copied by the Real Estate Agent, and returned to the Manager, upon the completed "One-Time Key Duplication Authorization Form" being submitted by the Unit Owner. The Real Estate Agent must sign the key out for duplication, and sign it back in when returning the key to the Manager before the close of business on the day the key is checked out.

If a person fails to return a key for any reason, a fee will be charged to that person in addition to the costs to rekey or replace the locks. The initial fee shall be \$75.00 and may be updated from time to time by the Board of Directors. If any individual or company has two or more incidents of lost, stolen, or non-returned keys, their key privileges shall be revoked.

The Manager shall not be responsible for providing access to any Unit for a showing at any time. The Real Estate Agent must provide access to other Real Estate Agents by having a duplicate key placed in a Lockbox with instructions for Real Estate Agents showing the property.

Real Estate Agent Showing Policy for Units Managed by Spaces

Scheduling: The Alabama Landlord Tenant Act requires that all tenants are given 48 hours notice prior to accessing a unit. The Tenants of a unit have the right to quiet and peaceable enjoyment of their residence, and every effort will be made to provide this for the tenants. In order to properly provide 48-hour notice to the Tenant, the Real Estate Agent should follow the following best practice.

1. Email reception@spacesmanagement.com to request a 48 hour notice be provided to the tenants in the unit for a Real Estate Agent showing. Sending the email to Spaces prior to the 48 hours to this email DOES NOT constitute a 48-hour notice. The tenant must be notified 48 hours prior, not the Manager. ***In order to ensure notice is given to the Tenant prior to the 48-hours starting, it is recommended that the email be sent during business hours the day before the 48 hours begins.*** While every effort will be made to notify the residents as soon as the email is received, there are numerous responsibilities that may prevent our office from

immediately sending the notice to the Tenants. When submitting the request, include the following information in the email:

- a. Your contact information
 - b. The name of the Real Estate Agent that will be showing the Unit
 - c. The date of the showing
 - d. The one-hour window of time for the showing.
2. Our office will provide notice to the Tenants, as soon as reasonably possible, after receiving the email request. We will email the Tenants the 48-Hour Notice that the unit will be shown during the specified one-hour window.
 3. Our office will email confirmation of the showing being scheduled to the Real Estate Agent once notice has been provided to the Tenants.

Scheduling with less than 48-Hour Notice: Spaces policy in accordance with the Alabama Landlord Tenant Act is that we cannot allow a showing when a 48-hour notice has not been provided. It is understood that Real Estate Agents sometimes receive short notice from clients to view a property for sale. As a courtesy, The Property Manager may ask the Tenant(s) if they will allow the Real Estate Agent to show the unit. The Property Manager will communicate the Tenant(s) response as soon as reasonably possible after receiving the response.

If a Real Estate Agent consistently requests showings with less than 48-hour notice, Spaces will no longer make the courtesy request. This type of request should only be made when absolutely necessary, and not on a consistent basis. The same scheduling steps from the Scheduling section above shall be followed.