

Ford's Colony Realtor Entry Process

1. Present driver's license, business card and address of property to staff at John Pott Guardhouse. (Set GPS to 101 John Pott Drive.)
2. Pass Options:
 - a. If a realtor has a listing in Ford's Colony that they need to access frequently, (3-4 days a week, every week) they can obtain an "**Administrative Frequent Pass**" at no charge for a **length of 35 days**. Once the pass expires, it can be updated as needed.
 - b. If the realtor does not have a listing, a "**Dash Pass**" will be issued at no charge for one day only, unless the realtor will be showing listings over several days. If the realtor will be in Ford's Colony 3-4 days per week, the realtor can get a "**Multi-day Pass**" at no charge good for up to 35 days.
 - c. The homeowner of the property the realtor will be visiting can send the realtor a *dwellingLive* pass.

NOTE: The above passes operate all gates except those at: Eaglescliffe, Nottinghamshire, and James Bray.

 - d. Realtors can **purchase a contractor pass for \$50.00 for one year of access**. (Click here to download and print the application. Present the completed form at the John Pott Guardhouse to receive the pass.) Contractor passes operate all gates.
3. Any client of the realtor being escorted in a separate vehicle must also sign in and present a driver's license to receive a **Dash Pass** at the John Pott Guardhouse.
4. Realtors, if not accompanying the client, must notify the guardhouse officer, in advance, of the name of their client and the address at which they will be meeting or allowing the client to see; and inform the client that they will need to present a driver's license at the John Pott Guardhouse to obtain a **Dash Pass**.
5. Access is granted during the hours of 7:00 a.m. – 9:00 p.m.

Open House Policy

For Sale, For Rent, Open House and similar signage is not permitted in Ford's Colony. Realtors and Owners may use a single balloon or ribbon on the property's mailbox post the day of a special event – such as an open house. An open house and Brokers' Tour/Parade of Homes must be pre-registered with Security to facilitate gate access.