

RENTAL UNIT REAL ESTATE SHOWING INSTRUCTIONS

1. Email Showing Request (24-Hour Minimum Notice Required)

All showing requests must be emailed to showings@hammockbeach.com at least 24 hours in advance. Walk-ins to Security will not be accepted.

Include:

- Requested showing date & time
- Showing agent's name, brokerage, email & phone number

2. Listing Agent Must Be Pre-Registered

The owner must have a current Hammock Beach Access Control Registration Form on file listing the authorized listing agent. Unregistered listing agents cannot schedule showings.

3. Showings on Check-Out / Check-In Days Are Not Guaranteed

Early check-ins and late check-outs cannot be prevented, and showings may be denied or canceled. Recommendation: Request the rental schedule and select a date without guest turnover so the unit can be placed on hold for your showing.

4. Showings Must Be Completed by 3 PM on Arrival Days (No Exceptions)

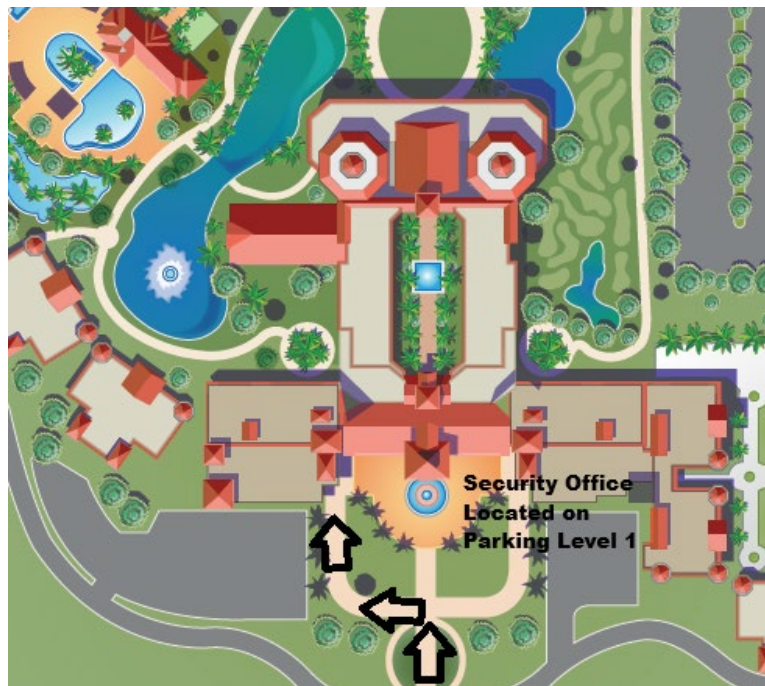
5. No Key Pickup Without Approved Confirmation

Agents may not go to Security for a key without an approved showing confirmation. Your confirmation email serves as authorization.

6. Day-Of Showing Procedure Once approved, agents must:

- Check in at Security – Parking Level One
- Present ID
- Pick up the key
- Return the key immediately after the showing

7. Contact Information Rental Management Office: 386-246-5660 (Mon–Fri, 9 AM–5 PM)





THE CLUB

HAMMOCK BEACH GOLF RESORT & SPA

HAMMOCK BEACH ACCESS CONTROL REGISTRATION FORM (Hammock Beach Owner to complete - Please print legibly)

Date: _____

Name _____
Last Name First Name Spouse Name

Mailing Address _____
Street Address City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Hammock Beach Property Listed for Sale _____

Date Listing Expires _____ Listing Company Name _____

Listing Agent Name _____

Unit in rental program: Y / N

PERSONS WITH PRE-APPROVED ACCESS TO SHOW PROPERTY (No E-mail required)

(NO DECAL WILL BE DISTRIBUTED) (ALL OTHERS REQUIRE E-MAIL AUTHORIZATION FROM LISTED REALTOR) send to: hbsecurity@hammockbeach.com

AUTOMOBILE INFORMATION:

PERSON OR COMPANY NAME	YEAR	MAKE	MODEL	TAG #	COLOR
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Signature of Hammock Beach Owner _____

Signature of Spouse/Co Owner _____

Internal Use Only: Date Received: _____ Date Routed to Appropriate Guard Gate _____

Guard Gate Routed: (circle one) Main Club Yacht Harbor