

Greenwood Village Community Association, Inc.
830 Village Club Drive
Sagamore Hills, Ohio 44067
Office Telephone: (330) 467-7036
http://www.greenwoodohio.org/testpages/form_open_house.php

OPEN HOUSE SIGN CONTRACT

Real Estate Agent or Owner (Print Name) _____ Date _____
Real Estate Company _____ Real Estate Phone Number _____
Address of Open House _____ Unit # _____ Resident Phone Number _____
Date of Open House _____ Time of Open House: From _____ to _____
GVCA Witness _____ Date _____
Check No. _____ Date of Check _____ Amount of Check _____
Number of signs ____ (Bought) Sign Numbers _____, _____, _____, _____, _____
Date Signs Are To Be Returned _____ Date Signs Returned _____

1. The Open House **signs** may be borrowed for free at the GVCA office. **We require a deposit check of \$40.00 per sign, which will be cashed if the signs are kept for more than a week. Your check, or a refund check for the same amount will be issued to you when the signs are returned to the GVCA office. The signs may also be purchased for the same amount.**
2. These are the **ONLY** signs permissible for an Open House in Greenwood Village.
3. We recommend two directional signs be placed; one on the main thoroughfare, and one at the entrance of the condo association (if permitted by the condo association) or base of the street where the unit is being sold. Additional signs may be borrowed if needed.
4. Be careful when collecting your signs after your open house. Be sure the numbers on the signs match the numbers recorded on your contract.
5. **OPEN HOUSE SIGNS ARE PERMITTED TO BE UP ONLY DURING THE HOURS OF THE OPEN HOUSE, THEN THEY MUST BE TAKEN DOWN.**
6. Signs are borrowed on a weekly basis, so others may use the signs if you are not holding an Open House. To encourage this, GVCA will not cash your check if the signs are returned within a week. However, if you keep the signs over a week, your check will be cashed. Your deposit will be refunded to you when the signs are returned. **NO REFUNDS** will be issued for signs that are not the ones listed on this contract.
7. **IMPORTANT: ALL OTHER UNAUTHORIZED SIGNS THAT ARE PUT UP WILL BE REMOVED. Signs that have been removed will be kept for 30 days, then discarded. You may retrieve your sign from the GVCA office during normal business hours (see the other side of this form).**

This agreement must be signed or Open House signs cannot be issued.

I have read the above rules and agree to abide by them.

Real Estate Agent or Owner (Signature) _____

SEE THE WEB SITE

<http://www.greenwoodohio.org/contact.php>

FOR THE DAYS AND TIMES THE GVCA OFFICE IS OPEN

(The Office is closed on the following Holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day after, Christmas Eve and Day, and New Year's Day.)