

PETRINI PLACE HOMEOWNERS' ASSOCIATION

REAL ESTATE AGENT SHOWING RULES AND INSTRUCTIONS

Petrini Place is a 134-Unit, gated condominium complex with specific rules for access, moving and deliveries. Please read the following Rules, Instructions and Q&A before scheduling your move or delivery. If you have any questions, call the Front Office (415) 931-6423 or email petrinimanager@bwpm.com for more information.

TABLE OF CONTENTS

PAGE	TOPIC
2	PROPERTY ACCESS FOR AGENTS
3	PETRINI UNIT SHOWING Q&A
6	REAL ESTATE AGENT SHOWING AGREEMENT (Signatures Required)

IMPORTANT – PLEASE READ FIRST

- SAFETY AND SECURITY are top priorities for Petrini Place and Bay West Property Management. Restricting access to our property and keeping entrances secure requires every resident to be aware and to participate. Residents help by keeping gates and doors locked and limiting access to strangers, delivery drivers and visitors.
- Onsite Property Manager AND Onsite Security reserve the right to lock doors, disable elevators and to stop showings when the rules are violated and to issue violations to owners (even if violation was caused by agent or guest).
- All entrances & routes are monitored by CAMERAS & RECORDED 24/7

PETRINI PLACE HOMEOWNERS' ASSOCIATION

- PROPERTY ACCESS FOR AGENTS -

The Village at Petrini Place PETRINI PLACE has a variety of security and access points each using a physical key, a fob, a punch code, garage opener or key card. If you are a new OWNER (or their AGENT), upon closing the prior owner will provide their access devices to you. Existing OWNERS can provide their devices directly to their AGENT.

ACCESS DEVICES FOR PETRINI PLACE

MASTER KEY: Opens the lobby entrance, street gates, garage doors, and stairwell doors.

KEY FOB: Opens the lobby entrance, street gates and calls the elevator and allows floor selection.

Note: 4 FOBs are allowed per unit. Please note serial #s so they can be disabled if lost.

GARAGE: BLACK OPENER - Garage Levels A (Swing Gate from McAllister) & B (Bypass Gate on Central)

WHITE KEY CARD - Garage Level C (Roll up Gate and Lucky Swing Gate after hours)

GYM: A door code is available from the Onsite Property Manager to access the GYM

PACKAGE RM: A door code is available from the Onsite Property Manager to access the PACKAGE RM

COMMON RM: A door code is available from the Onsite Property Manager to access the COMMON RM

LOST OR BROKEN DEVICES AND REQUESTS FOR NEW OR REPLACEMENT DEVICES

BOTH OWNERS and AGENTS PLEASE IMMEDIATELY REPORT ANY LOST OR BROKEN DEVICES to petrinimanager@bwpm.com

TO REQUEST A NEW OR REPLACEMENT DEVICE, ONLY OWNERS or AGENTS (only if agent agreement is on file with PETRINI) should email petrinimanager@bwpm.com and include: device, name, unit, contact info and request.

All new and/or replacement costs are added to the unit's HOA account (Monthly Fee)

(ask Onsite Property Manager for current replacement pricing)

UNIT KEYS: **The Front Office does not manage or keep copies of any UNIT KEY. Owners are responsible for maintaining their Unit's front door locks and deadbolts.**

- LOCK BOXES -

LOCKBOXES: **Only REALTORS may use a lockbox on the McAllister side gate next to the Front Office and only IF THEY FIRST REGISTER with the Onsite Property Manager. LOCKBOXES can be kept during the duration of UNIT'S sales process and must be removed once the property is sold. Unregistered LOCKBOXES will be removed immediately.**

- FRONT ENTRY CALL BOX -

The Main Entrance to our Complex has a FRONT ENTRY CALL BOX. **YOU MANY NOT ATTACH ANY SIGNS to the call box or the surrounding wall space for visitors to your open house. All signs will be immediately removed.** As an alternative, you may have an agent or assistant stand outside the front entrance to greet your visitors and safely escort them into the building and to your unit. No unattended or unescorted guests allowed inside the property and no one can be "buzzed in".

PETRINI PLACE HOMEOWNERS' ASSOCIATION

- PETRINI UNIT SHOWING Q&A -

UNIT SHOWING DAYS AND TIMES

Q: What days and times can I show a unit?

A: There are no limitations on days or hours as long as property security is not compromised and quiet hours are respected.

TEMPORARY SIGNAGE BEFORE / DURING / AFTER A SHOWING

Q: Can I place “for sale” and agent information signs inside a unit in a window?

A: Yes. See R&R and CC&R for more details.

Q: Can I place information signs or wayfinding signs on any door, along the path from the entrance to the unit or on any surface of the property?

A: No. Nothing can be attached to any surface of the property, doors or windows (both inside and outside the secure area).

Q: Can I place a “semi-permanent” sign on a post placed into the ground on any sidewalk cutout area?

A: No. No signs can be installed in any sidewalk cutout area, on sidewalks adjacent to our Masonic, Central or McAllister street fronts.

Q: Can I use A-FRAME or Sandwich Board signage **OUTSIDE** of the secure area (e.g. outside the gated property)?

A: Yes. You may use these signs during your unit showing. They may not block any entrances (pedestrian or auto) and must be removed after your showing. You may place them to the side on our adjacent sidewalks at the street entrance to our front parking area and near the front entrance to show visitors where the main entrance is located.

Q: Can I use A-FRAME or Sandwich Board signage **INSIDE** the secure area (e.g. inside the gated property)?

A: Yes, you may use ONE A-FRAME or Sandwich Board sign right outside the unit’s entrance (but not blocking any walkway path). Since you will be escorting all guests from the front entrance to your unit, you will not need additional any signage along the way.

STAGING FEES

Q: If I am having the unit staged, are there fees and day or time constraints?

A: There is a **\$50** (Non-refundable) Monday through Friday furniture move in/out fee and a **\$300** (Non-refundable) furniture move in/out fee for Saturday. There is a **\$500** deposit required (refundable if no damages) that must be paid before the start of any move (Paid to Petrini Place HOA by check and mailed or hand delivered to the Property Manager, Petrini Place, 2001 McAllister St., SF CA 94118). Until we receive this check, no move can be started. If you plan on staging and removing the furniture with the same company, we can hold the check until both moves and subsequent inspections are completed. Staging can only be done during Front Office hours.

STAGING INSURANCE

Q: Do I need to submit a COI for my stagers when they set up the condo? And another for when they remove the staging.

A: Yes, professional stagers must follow the same rules as furniture movers. If the same stagers are used for both set up and removal, then the original COI need only be submitted once and will be kept on file.

Q: How should I or my Stager fill out the COI?

A: The CERTIFICATE HOLDER should be filled in as:

PETRINI PLACE HOA, C/O BAY WEST PROPERTY MANAGEMENT, 2001 MCALLISTER ST., SF CA 94118.

SECURITY

Q: How will you know if I violate any rule?

A: We have high resolution recording cameras all throughout the property that we can review. If we find a violation has occurred the owner of the unit related to the violation will receive a violation notice with intent to schedule a hearing.

Q: Can I leave a gate open during my move so my stagers don't have to open / close it every time they come in or go out?

A: You may only leave a gate open **if you stand next to it to prevent a non-resident from entering**. If you can't be at the gate to monitor it, **you MUST keep it closed**. You cannot rely on stager staff to monitor the gate – only the resident or contracted agent can stay at the gate while it is open.

GATE & ENTRY RULES

Q: Is there anything I need to know about the gates or entrances during a move?

A: Yes, gates and doors can NOT be held open by tying a string, rope or tape to the door handle. That will trigger an immediate violation. Doors CAN be kept open with chucks, cones or string or rope looped through the mesh (NOT HANDLE) and ONLY when there is a renter, owner or agent standing next to the open door for the duration of it being kept open. When a gate is unattended it must be kept locked. **No moves through the main front entrance.**

KEYS & LOCKBOXES

Q: I'm a realtor – are there any rules for lockboxes?

A: Yes, lockboxes can only be placed on the far-right side of the McAllister Gate next to the office (single vertical line) on the mesh. **You must register your lockbox with the front office before placing it on the gate** or it will be cut off. Only recorded and registered FOBS and a unit key can be placed inside (no property keys). Please notify the office when you remove it.

Q: Can the owner have an extra key FOB for my movers, agent, or stagers?

A: Any FOBS given to a mover, agent or stager must have a readable serial number that is recorded and registered with the front office. No temporary FOBS given. Owners may purchase a new FOB at cost if it does not exceed their 4 FOB allotment.

ELEVATOR USE

Q: Do I need to reserve the elevator for staging / moving (furniture, boxes or appliances)?

A: YES, the onsite property manager will tell you if you need an elevator and if so, which one you will use for your move.

Q: Why do I need to reserve an elevator for moving furniture?

A: Use of the elevators requires floor protection and/or wall padding that must be in place before your move begins. The flooring and wall finishes are easily damaged and expensive to repair.

Q: What if I decide to use the elevator last minute?

A: First check with the office to see if we have staff available for installing protection and/or padding. You **MUST** wait until padding is installed before using the elevator. Use of the elevator without protection and/or padding is subject to fine.

Q: Can I have the elevator keys or can you place the elevator in moving / maintenance mode?

A: No, the elevator shall be available during moves for other residents. Other residents get first priority when requiring an elevator to move between floors. You may not prop open the door while you wait for items to be brought near the elevator.

PARKING A TRUCK / VAN / CAR DURING A MOVE

Q: Where can I park my staging truck during a move?

A: Any moving or delivery Truck or Van can be parked on McAllister Street in only one of four locations (SEE MOVING MAP). NO moving or delivery Trucks or Vans can be parked in the front entry courtyard due to HEIGHT and WEIGHT restrictions. You may also not block the front entry courtyard or the McAllister St. A-Garage entrance during your move. Cars can be parked in the front entry courtyard for a maximum of 15 minutes.

Q: If I have to park on the street will I get a ticket?

A: McAllister Street has Tue/Thu street cleaning hours. You will be ticketed (and potentially towed if blocking driveways) during these hours. If you want to reserve street parking visit: <https://www.sfmta.com/permits/temporary-signage> otherwise you can have your Truck or Van double park temporarily during your move. Cars parked on McAllister have 2-hour parking limits.

ENTRANCES INTO THE PROPERTY

Q: How do I get furniture from McAllister Street to the unit – which entrance do I use?

A: The onsite property manager will tell you the best location to park your truck, van or car and which gate and elevator is appropriate. **NO DELIVERY MAY BE MADE THROUGH THE LOBBY FRONT DOORS OR THROUGH THE LOBBY.**

MOVING TOOLS & BOX SIZE LIMITATIONS

Q: Can I use moving dollies, hand trucks, or platform trucks to move my objects?

A: Yes, but only if they can fit through entrance doors and can comfortably fit inside the elevator. Any objects that do not comfortably fit inside the elevator must be hand carried up steps if you are on the 2nd or 3rd floor.

Q: Is there anything I should be aware of for tall or oversized boxes or furniture?

A: YES! There are fire sprinkler heads that in some cases are only 8' above the floor level. All stagers should be aware of the package dimensions and potential for hitting a sprinkler head during the move.

PETRINI PLACE HOMEOWNERS' ASSOCIATION

- REAL ESTATE AGENT SHOWING AGREEMENT -

**Please read, sign and return this Agreement to the FRONT OFFICE
PRIOR to Staging or Showing the Unit.**

I have read the REAL ESTATE AGENT SHOWING RULES AND INSTRUCTIONS for the Petrini Place Homeowners Association and agree to them. I understand and agree that if damage is incurred as a result of my staging or showing a unit, the owner of the unit accepts total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities. If damage occurs as a result of not following safety protocols, PETRINI PLACE HOA will request that the owner no longer give you access to the property.

UNIT NO: _____

START DATE THAT PROPERTY WILL BE AVAILABLE FOR SHOWING: _____ (MM/DD/YYYY)

WILL YOU BE USING A LOCKBOX? YES / NO (Circle one)

LOCATION OF LOCKBOX & IDENTIFYING INFORMATION: _____

CONTENTS OF LOCKBOX: _____

LOCKBOX KEYFOB SERIAL NUMBER: _____

Owner Name (First, Last)

Phone Number

Email Address

Agent Name (First, Last)

Phone Number

Email address

Agent Signature (Sign)

Today's Date

Additional Authorized Lockbox User

Phone Number

Accepted for Petrini Place Homeowners Association:

Name/Signature

Date

DATE LOCKBOX ATTACHED: _____ DATE LOCKBOX REMOVED: _____
Date Date