**Realtor Information 2018**

In an effort to make sure you have an easy time accessing Shipyard Plantation, please see the important information below regarding access and policies:

**Decals & Passes**

Realtor decals are on sale for 2018, and are priced at the discounted rate of $25.00 for licensees of the South Carolina Board of Realtors. Personal checks are not accepted, so please remember to have a company check, certified check, money order or cash when applying for a decal. The welcome center is open Monday-Friday from 7:45 a.m.- 4:15 p.m., Saturday and Sunday from 8:00 a.m.- 12:00 p.m. You may also opt to access the property via daily pass by presenting your realtor card and state-issued ID at either gate or the dispatch lane (to the right of Hwy 278 “parkway” gate). However, decals eliminate delays at the gate. Daily passes with your realtor card are complimentary.

**Open Houses**

If you are planning on hosting an Open House in Shipyard, please follow these guidelines:

***With 48-hours notice:***

Please email passes@shipyardhhi.com , and provide: a list of the guests, the property address, and the date of the open house. Please obtain the occupant code from the property owner. If you should have guests who are not on your original list, you may call in passes for them via the numbers listed below.

***If less than 48-hours in advance:***

* Call-in passes for individual guests or arrange for an open pass at either gatehouse. Please call (843) 785-4776 (Parkway) or (843) 785-3776 (Pope) to do so.
* You may obtain the occupant code from the homeowner. When you call the gatehouse, the officer will ask for the code, the guest’s name, whether or not an “open pass” is requested, the date of the open house, and for you to verify the address.

Please be reminded that signage, solicitation, and distribution of print advertisement are not permitted in accordance with POA policy. Realtors are permitted access from 9am-9pm, 7 days a week.

**Shipyard Website**

Please visit us at [www.shipyardhhi.com](http://www.shipyardhhi.com). Please also encourage any prospective owners to do the same. There is a separate section designated for the latest information on open houses, ARB regulations, and much more i.e. photos of the property and staff member photos and biographies. Also, you’ll find detailed information on amenities, links to commercial entities in the Plantation, maps, and news regarding property maintenance. If you or your clients can not find what you need online, please call our offices at (843) 785-3310, ext. 1000 and we will be happy to help. It’s a new and improved site, and we’re still working on ways to make it bigger, better, and more user- friendly for our owners, prospective owners, guests, and related professionals…like you! In fact, we are currently looking for 10 or 15 realtors or long-term rental representatives who would like to advertise on our website. Agent listings will rotate on the website so that placement is fair and balanced. The annual cost is $150.00. Please contact Katie Polzin, Shipyard POA’s Communication Coordinator at (843) 785-3310, ext. 1001 if you are interested. This opportunity will be offered on a first come, first serve basis and it is a great advertising tool with minimal cost.

**What Can We Do To Help?**

Please feel free to share your feedback on our website or realtor policies via email to msimmons@shipyardhhi.com. We want to hear from you so that we can ensure we have information that would be relevant or helpful to anyone who wants to make Shipyard home or a vacation spot. Please also note that realtor/prospective owner packets are available at our Welcome Center for pick-up or on our website for download.