



Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Property Manager: Showing Vacant Units Procedure

- The prospective tenant applicant must produce a photo I.D. in order to tour a unit.
- The photo I.D. must remain in the property office during the tour and returned before he/she leaves the property.
- The Property Manager or Assistant Manager will call maintenance to accompany the Manager on the tour.
- If maintenance staff is unavailable, the tour must be rescheduled. Tours must be done with a Manager and a member of the maintenance staff.
- There is no obligation to show a unit to any person(s) who are under the influence to drugs or alcohol, or demonstrate aggressive behavior.
- Fair Housing laws state that we must be consistent in these procedures. Please have a sign in your office stating, "Photo I.D. required to view a home".