



## **REALTOR RULES**

1. Owners of residential units must notify building Management that the residence has been listed for sale or lease. In such case, the Owner must complete the Listing Agent/Broker Entry Authorization Form.
2. Temporary Fobs cannot be distributed by Management. Owners must supply the Realtor/Listing Agent/Broker with a Fob.
3. Units must be shown by appointment only with access provided to the showing agent by the listing agent or Owner.
4. The Owner or listing agent may not give keys or fobs to future owners until the close of escrow.
5. Realtors and potential buyers may **not** park in Visitor Parking or Commercial Parking. Owners must provide their parking space(s) for showings.
6. Open houses are prohibited. No flags, banners, balloons, etc., may be displayed on the common area or any other unit owned by another without their consent. For sale signs (no larger than 4' by 4') are allowed to be placed in the individual Owner's window and must be removed within 10 days following a lease or sale. No flyers may be distributed to individual residents' doors or placed on vehicle windshields.
7. Lock boxes and keys inside of the lock boxes must be labeled with the listing address and unit number.
8. Fobs and access to lock boxes can only be obtained at the Kiosk by realtors using their drivers' licenses as collateral. Each realtor must leave a business card with the Kiosk Officer.
9. Showing hours are 9:00 A.M. through 9:00 P.M., Sunday through Saturday.
10. During caravan, one agent must be stationed in the lobby and a second agent in the listed unit. Those viewing the unit may not be left unattended.



## Listing Broker/Agent Entry Authorization Form

### Residential Owner Information:

Name: \_\_\_\_\_

Unit #/Tower: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business #: \_\_\_\_\_ Other: \_\_\_\_\_

### Broker/Agent Information:

Office Name: \_\_\_\_\_ Broker's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Listing Agent Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Additional Information:

Broker/Agent authorized to check out a fob:  Yes  No

#### Showing Instructions:

- Hours: 9 A.M. – 9 P.M. Daily
- Driver's license must be left as collateral at the Kiosk at 555 Front Street for an access fob. Business cards must be left at the Kiosk.

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner Signature