

Florencia™

AT THE COLONY GOLF & BAY CLUB™

Unit Sales

- The unit owner must provide the manager's office with the Realtor's contact information and a copy of the completed Brokerage Relationship Disclosure Form.
- No signs or banners shall be placed on, or exhibited from, any unit, common element or limited common element without the prior written approval of the Association.
- Residence showings will be permitted from 8:00am to 7:00pm daily. Florencia administration and/or privacy officers will be on staff during these hours only.
- Realtors and clients **must** park their vehicles in the proper guest parking spaces. No parking is permitted around the circle, under the portico or next to the walkways.
- ALL Realtors **must** sign in and out at the front reception desk.

Florenxia

AT THE COLONY GOLF & BAY CLUB™

Open House Rules

- Realtors must notify the Florenxia office no later than three (3) days prior to the open house date.
- The Realtor will be stationed in the residence. Leave your business card at the front desk. The reception desk personnel will direct your client to the correct elevator and will alert you that the prospect is on the way.
- If a prospect wishes to view the building, the realtor must escort their client to the various amenities. At the end of the showing, the Realtor must escort their client out of the building. Prospective buyers are not permitted to roam the building unescorted.
- The standard open house sign approved by The Colony (one per building) may be displayed at the Florenxia entry way on Pelican Colony Blvd.
- Open Houses are permitted on Sundays only from 1:00PM to 4:00PM.

Florencia[™]

AT THE COLONY GOLF & BAY CLUB[™]

Leases

- No lease or rental period of any unit shall be less than 30 consecutive days.
- No more than 3 leases in any 12 month period, per unit, shall be permitted.
- An owner intending to lease their unit must notify the Manager's office.
- The unit owner is responsible for providing the lessee with a copy of the Association Rules & Regulations.
- Lessees are not permitted to have pets.
- For complete details regarding leasing of units, refer to the Condominium Declaration, Section 19.2.

Florenxia™

AT THE COLONY GOLF & BAY CLUB™

REALTOR REGISTRATION

THIS FORM MUST BE FILLED OUT BY THE OWNER, AND PROVIDED TO FLORENCIA FOR ALL REAL ESTATE LISTINGS. FLORENCIA SHALL PLACE THIS DOCUMENT IN THE FOLDER FOR THE LISTED UNIT, AND SHALL ASSURE THAT ALL REQUESTS FOR SHOWINGS AND KEYS ARE IN ACCORDANCE WITH THE INSTRUCTIONS IDENTIFIED HEREIN.

REAL ESTATE LISTING INFORMATION & SHOWING INSTRUCTIONS	
UNIT NUMBER	
OWNER'S NAME	
UNIT IS	<input type="checkbox"/> FOR SALE <input type="checkbox"/> FOR LEASE
DATE LISTED	
LISTING REAL ESTATE COMPANY	
ADDRESS	
OFFICE PHONE NUMBER	
LISTING REALTOR'S NAME	
PHONE NUMBER	
KEY MAY BE GIVEN TO OTHER REALTORS FOR SHOWING	
<p>*NOTE: IF "NO" IS CHECKED, THE LISTING REAL ESTATE AGENT MUST BE PRESENT FOR <u>ALL</u> SHOWINGS, AND THE KEY MAY NOT BE GIVEN TO OTHERS.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO*