



Guidelines for Real Estate Agents (REA)

- ◆ Only licensed REA may conduct normal real estate activities in the building, including listing appointments, unit showings and open houses.
- ◆ An Owner of a listed unit must give an approval to the Front Desk to give an REA access to the building/unit. Owners may not give their REA their own key and/or fob for access.
- ◆ REA must check in at the Front Desk each time they visit the unit. The Front Desk will provide a key and a fob for access in exchange for a car key or a driver's license. Upon completion of real estate business, the REA must lock the unit, return the key/fob to the Front Desk and leave the building.
- ◆ Any vendors hired by the REA, such as photographers, home staging companies etc., must conduct their work within regular vendor hours. (Monday through Friday, 8am to 5pm).
- ◆ All real estate showings must be conducted between 8am and 5pm only.
- ◆ The listing REA must inform the Front Desk of any expected showings in advance and must provide the name of the showing agent.
- ◆ Open Houses can be held on Saturdays and Sundays between 12pm and 5 pm only. An "Open House" sign provided by the building may be placed on the Terraces property. No "Open House" or any other signs may be placed in the hallways or anywhere inside the building.
- ◆ All visitors arriving for an open house must be checked in and picked up by REA at the Front Desk. After viewing the unit, the visitors must be escorted to the Front Desk by the REA.
- ◆ In the event there is more than one open house in the building at the same time, the Front Desk may provide visitors with a list of open houses. If visitors wish to see other open houses, they must be escorted by the REA to the respective unit. The REA whose unit the visitors viewed last must escort them to the Front Desk.
- ◆ All requests for Condo Questionnaires and Estoppel letters must be emailed to admin@terracescondo.com.

The Terraces Condominium Association, Inc. of Naples

4751 Gulf Shore Boulevard North • Naples, FL 34103 • 239.261.1869 phone • 239.261.8457 fax