

FLORENCIA AT THE COLONY OPEN HOUSE

1. Realtors and Unit Owners must notify the Florencia Office at 239-949-3114 no later than 48 hours in advance prior to the open house date.
2. Open Houses are permitted on Sundays only from 1:00 pm to 4:00 pm.
3. All Realtors and visitors must park their vehicles in guest parking or, if filled, in the service parking lot. There is no parking under the Porte Cochere for any reason.
4. All Realtors or Unit Owners on "Open House Day" must check in with the Privacy Officer at the front desk and complete a form that shows their company, name, unit number(s) for which they placed advertisements in the paper and a phone number where they can be reached during the open house. The Privacy Officer will ask each visitor which unit they are here to see and will contact the Realtor or Unit Owner who placed the ad for that showing.
5. In the event the prospect wishes to view other properties in Florencia, the Privacy Officer will contact the individual Unit Owner or Realtor(s) that have registered their unit(s) for that days' Open House. The prospect will be sent up to the unit where they should be greeted at the entry foyer to the residence. The Owner or Realtor must then escort the prospect to the Florencia lobby front door upon the conclusion of the visit.
6. Only units on the form are allowed to be viewed by visitors.
7. No "Open House" visitors will be permitted in the building without a licensed Realtor or homeowner at any time.
8. All solicitation for the purpose of marketing the unit must occur within the unit and not in the common areas of the building.
9. Unit Owners or Realtors shall be stationed in the residence. They may not linger in the lobby or other common areas.

10. The Privacy Office will direct your prospect to the correct elevator and will alert you that the prospect is on the way. You will greet the prospect at the entry foyer to the residence and remain with them while showing the common area amenities. Prospective buyers are not permitted to roam the building unescorted. At the end of the showing, the Realtor must escort the prospect out of the building.
11. If a Realtor is occupied with other guests, the next guests will be asked to sit in the Grand Salon until the Realtor is free. A Realtor will accompany only one family at a time.
12. In the event a prospect is a walk-in from the sign on the street, the Privacy Officer will show them the floor plans of those units that are registered for open house for that particular day. The appropriate Realtor registered for that unit will be called and the prospect sent up.
13. At no time shall the doors at the Florencia be “propped open” for any reason.
14. The standard open house sign approved by The Colony (one per building) may be displayed at the Florencia entry sign on Pelican Colony Boulevard.

The Staff of Florencia will make every effort to accommodate Realtors and Unit Owners during the Open House timeframe. However, our front desk personnel may be called away to address other issues that may occur during the Open House period and will not be readily available to assist you.

All Realtors and For Sale by Owner Unit Owners are responsible for their client/guest(s) while on the Florencia premises.

This policy is subject to change.