



## REALTOR REGISTRATION FORM

Agency: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Attach Business Card Here:

### **GUIDELINES FOR REAL ESTATE AGENTS AND SHOWING OF UNITS**

1. Owners MUST register all Listing Agents with the Management Office.  
(Send copy of listing agreement to: [donna.sanders@fsresidential.com](mailto:donna.sanders@fsresidential.com))
2. The Owner is responsible to provide a unit key to the Listing Agent.
3. The Listing Agent MUST accompany all clients at all times while on the property.
4. Lock-boxes are permitted only in designated area - NOT on Unit doors
5. **NO OPEN HOUSES ARE ALLOWED.**
6. Showing of Units is permitted between 10:00 a.m. - 8:00 p.m., 7 days a week.
7. Employees cannot be asked to show common areas or units.