

# Sorrento *at The Colony*

23650 Via Veneto #104

Bonita Springs, Florida 34134

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## Guidelines for Unit Sales & Realtors

- 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.
- Open Houses
  - Agents should notify the Sorrento office no later than three (3) days prior to the open house date.
  - No more than two (2) agents may be seated in the ground floor lobby area at any given time. All other agents must remain on the lobby level. Agents should then take turns being stationed in the ground floor lobby area.
  - An information marquee (easel board) must be placed inside the lobby entrance (but visible from the outside) indicating the realtor phone number(s). The easel board is stored in the Sorrento's billiard room, under the sink.
  - No newspapers, flyers, brochures, etc. may be displayed in the lobby areas (including the elevator lobbies located on each floor).
  - Brochures may only be displayed in the unit, or temporarily on the table located under the lobby stairway.
- All purchases require approval by the Sorrento Association.
  - The purchaser must complete and submit an Application for Approval to Purchase (forms available in the association office), accompanied by a processing fee in the amount of \$100, and a copy of the executed purchase contract. These items must be submitted to the Sorrento office at least fifteen (15) days prior to the expected closing date. Within fifteen (15) days from receipt of the completed application, the Board of Directors shall approve, or disapprove, the sale. If the sale is approved, the approval will be stated in a Certificate of Approval executed by an Officer of the Association in recordable form and delivered to the purchaser. A completed application is defined as an application with every question and line filled. An application will not be submitted until completely filled out.
  - Applications to purchase a unit received from an existing Sorrento unit owner must be accompanied by a \$50 transfer fee in lieu of the \$100 application fee.