



BAY HARBOR ISLANDS

## REALTOR GUIDELINES

- ❖ Unit Owners that re-sell or lease their unit must register their Real Estate listing agents with the Residential Office by providing a copy of a **Fully Executed Listing Agreement** to the Association.
- ❖ The Unit Owner must register the listing agent as a visitor to the unit (and other individuals from the realty group) by completing the **Realtor Access Authorization Form** below.
- ❖ Once designated by the unit owner, the real estate agent must pre-register all individuals within the realty group that may, from time to time, be called upon to show a Unit. Real estate agents not on the approved **Realtor Access Authorization Form** below for a unit will not be granted access.
- ❖ All real estate agents must **register at the Concierge Desk upon arrival** and **provide legal identification, identify all visitors, accompany all prospects** to the unit while on the property
- ❖ **Realtors must have** their own **unit key** for entry into the Unit (the Concierge and/or the Residential Office will not hold keys for real estate agents). Owners are responsible for providing the unit key to the listing agent.
- ❖ The **Concierge Desk personnel** will **grant elevator access** to the residential floor only.
- ❖ Realtors should **schedule visits** with the La Baia Condominium Association staff in advance of their visit to ensure a **staff member is available to show the amenity spaces** to prospective buyers and guests. **Realtors are not allowed to show the amenity spaces** without Association staff being present.
- ❖ **Lockboxes are permitted** on the property when a unit is listed for sale or lease. The Lockbox must be fastened securely to the Unit door handle. SUPRAS are permitted.
- ❖ **Open houses are not permitted.** Open houses are not permitted unless previously approved by the Association. A minimum two weeks' lead time is required, and additional fees may apply.

9201 & 9221 E. Bay Harbor Drive  
Bay Harbor Islands, FL 33154

# LA BAIA

BAY HARBOR ISLANDS

- ❖ **Showings** of units are reserved **exclusively from Monday through Saturday 9:00 am to 5:00 pm and are limited to five (5) persons** at any given time (including agent).
- ❖ **To protect privacy and security, tours of amenity spaces require advance scheduling and should be accompanied by La Baia staff.**
- ❖ Realtors and sales agents are **prohibited from taking photos, videos, or drone footage of Common Elements for listing purposes.**
- ❖ Upon sale or lease of Unit, Access Control Devices (**ACD/Fob's**) **will not be released** to a new owner/Lessee **until the property orientation is completed** with a member of the La Baia Condominium Association Team.
- ❖ The **Listing Agent must be present for all site tours** of the unit.
- ❖ **Realtors** must **review and acknowledge** these **Realtor Guidelines**.

---

Owner Signature

---

Date

---

Realtor Signature

---

Date



BAY HARBOR ISLANDS

## REALTOR ACCESS AUTHORIZATION

Residence Unit #: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

BY SIGNING THIS AUTHORIZATION, I HEREBY REQUEST the Association grant the person(s) named below access to my Residential Unit at La Baia Condominium Association, Inc. In giving this authorization and request, the undersigned **ACKNOWLEDGES AND AGREES** to the following:

1. The unit owner, resident, or their designate is solely responsible for unlocking and locking the respective unit.
2. The Association or its employees are not responsible in any manner for supervising, monitoring, or controlling the person(s) and/or company to whom access is granted.
3. The Association or its employees are not responsible to ensure that the purpose for the authorized person's entry to the unit is fulfilled nor for limiting or restricting access to accomplish such purpose.
4. The unit owner or resident is fully and solely responsible for all costs resulting from damage, repair, or replacement to any part of the Common Elements by acts (direct or indirect) caused by the persons named below.
5. The undersigned agrees to fully indemnify and hold harmless the Association, its officers, directors, members, employees, and agents (including, but without limitation to, Management, its officers, and agents) whether in the Unit or the Common Elements of the Condominium (such agreement to include all attorneys' fee and court costs regardless of whether a suit is brought, or any appeal is taken therefrom); and,
6. I further agree to notify the Association in writing of the expiration or termination of person(s) and/or company authorized below. This authorization remains in full force and effect until such written notification is given (although an expiration date is inserted).
7. I further agree that all Realtors and Visitors to my Residence must abide by the La Baia Condominium Governing Documents, and that showing are reserved exclusively from Monday through Saturday 9:00 am to 5:00 pm and are limited to five (5) persons at any given time (including agent) and access by the realtor to the Amenity Floors is prohibited unless accompanied by an Association staff member.
8. I agree that I am solely and wholly responsible for any Realtor or Visitor actions.

# LA BAIA

BAY HARBOR ISLANDS

## PERSON(S) / COMPANY(IES) AUTHORIZED/PURPOSE EXPIRES (DATE)

Name	Company	Expiration Date

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Listing Agent / Realtor Signature

\_\_\_\_\_  
Print Name