Dear Realtor,

Congratulations on your listing at Sanibel Moorings! In order to best serve the owners and interests of Sanibel Moorings, we have thoughtfully compiled a list of guidelines for realtors. Hopefully, this will help you to understand our expectations of you as a realtor as well as what you can expect from Sanibel Moorings.

Sanibel Moorings is a Condominium Association that operates as a resort hotel. It is important to keep this in mind in all business dealings.

Here are a few key items we think will help you during the sales process:

Sanibel Moorings Front Desk at the Welcome Center
Sanibel Moorings front desk is available for the seller's agents in a limited capacity. Acceptable reasons to contact the front desk are as follows: checking the availability calendar for showings, getting keys or parking passes. All other requests should be sent to the General Manager at gm@sanibelmoorings.com. Turn-around time for requests or information is generally three business days. Please keep in mind that the "Owner's Corner" on our website www.sanibelmoorings.com holds much information for prospective buyers.

Buyers Agents and Prospects
We do not allow **buyers** and/or their agents to use the front desk of the hotel for information about Sanibel Moorings. Any questions should be directed to you as the seller's agent. If you are unable to answer the question, you may email your request to gm@sanibelmoorings.com. Turn-around time for requests or information is generally three business days. Please make sure that you make note of this on the MLS.

Parking
Parking at Sanibel Moorings is by permit ONLY and is monitored. When you meet another agent, the seller, or a prospect at Sanibel Moorings, you should sign-in at the Front Desk in the Welcome Center after parking in a GUEST or unmarked marked spot only. It is never acceptable to park in a numbered spot.

Open Houses
Open Houses are generally not allowed and not allowed in high season from December 22-April 15. Any requests for Open Houses should be sent to gm@sanibelmoorings.com. Turn-around time for requests or information is generally three business days. *No Open Houses will be allowed while the property is rebuilding from Hurricane Ian.*

Showings of a unit
Agents MUST CALL on the day of the showing to make sure that the unit is un-occupied and clean for a showing. Because of the nature of our business, availability changes quickly and frequently. Once availability is confirmed, please sign in at the Front Desk for keys and remember the parking rules. *Under no circumstances will Sanibel Moorings notify agents in the event availability of a unit has changed.*

Rental Reports, Governing Documents and Financials

Documents not found on the www.sanibelmoorings.com website under "Owner's Corner" should be requested by emailing gm@sanibelmoorings.com. Turn-around time for requests or information is generally three business days.

Staging of units

Staging of units is not allowed at Sanibel Moorings unless all items used for staging will remain in the unit underlinedpermanently. No items should ever be removed from any unit unless approval has been granted by the Association. Turn-around time for requests or information is generally three business days.

Contracts and Closings

Our office is here to take care of our current and incoming owners and guests. While we understand the need for timeliness once a unit goes under contract or is going to close, we cannot guarantee immediate turnaround of items. It is best for all parties to be proactive to avoid last-minute requests. The turn-around is generally three business days.

New Owners

We will be happy to meet with the new buyer *after* the closing. We do not begin the welcoming and initiation process until after the unit closes.

Please let me know if you have any questions. We look forward to working with you and wish you good luck in the sales process!