



Admirals Walk

5751 Soldier Circle · Sarasota, FL 34233
(941) 921-4119 Fax (941) 921-4001

Bldg # _____	Unit # _____
Access Code: # _____	

Gate Code Form Realtor Authorization & Agreement

Current Owner: _____ Property Address: _____

Gate codes are provided to the Listing Agent after this form is submitted to the Association **along with** a copy of the Listing Agreement.

How to Use the Gate Code

1. **Press** the “Entry Code Pin” **then** your four (4) digit access code.
2. Enter the access code for each individual vehicle. Give access to prospective buyers/tenants first and yourself last. (Do not give the gate code to prospective buyers/tenants.)
3. **DO NOT ATTEMPT TO ENTER** more than one vehicle at a time.
 - a. As a reminder, tailgaters will be levied a fine of \$100.00 and the arm could scratch/damage your vehicle.
 - b. Do not let any person(s) in that you do not know or you could be held responsible.
4. Should you encounter any problems, visit the office, located in the clubhouse, for assistance.

Policies

- **DO NOT** post the gate code on the MLS, Request a Showing Button, advertisements, etc.
- If you are activating the "REQUEST A SHOWING" feature built into the MLS website, please list the instructions for using the gate access code. **DO NOT** list the actual gate code.
- If you utilize a third party administrator (TPA) for bookings/showings, please provide them with the instructions for using the access code.
- This code is intended for realtors **ONLY** to safely gain access to the complex for marketing the units to potential buyers/tenants.
- **DO NOT** give the code to potential buyers/tenants, vendors, appraisers, or a unit owner.
- The lockbox may **only** be placed on the front door handle or lock of the unit.

Admirals Walk continues to have high standards for the safety of our Residents. Please respect the policies and procedures of the Association. Buyers/Tenants appreciate the steps we take to secure the safety and well-being of the community.

I understand and will abide by the policies of Admirals Walk Condominium Association, Inc. as set forth by the Board of Directors.

Signature

Email Address

Date

Printed Name

Realtors Cell Phone No.

Real Estate Lic. No.

Company Name

Branch Office

Company Phone No.