



Setting up a Real Estate Listing in Brooks Tower


Step 1- The owner of the condo must sign an Authorization Form to be kept on file at the front desk. The authorization form will include the REALTOR or Broker handling transactions. If the owner is doing their own listing, they should go to step 2 and list other vendors for access.

Step 2- Pursuant to their listing agreement, the Broker then adds Appraisers, Home Inspectors, Contractors, and Vendors who require access during the listing period.

Step 3- Broker presents a Lockbox for the condo to the Front Desk. The Lockbox must be labeled with the unit #. The Lockbox must contain a key to the condo and a fob to access the elevator.

Step 4- Add the email and phone number of the Front Desk to the Showing Service being used. The email for showings at Brooks Tower is **MOD@Brookstower.net** and phone is **303.825.3039**. If Showing Service is not being used, Broker or Owner must notify Front Desk in advance of any

Upon the sale of the Condo, it is the sole responsibility of the Owner to expire the Authorization Form and transfer unit keys and fobs to the Buyer.



How to Show Real Estate in Brooks Tower

Step 1- Contact the Showing Service or listing Broker to schedule the showing. They will provide confirmation of the showing and will provide a code/combination for the Lockbox.

Step 2- Check in immediately with the Front Desk upon arrival. The attendant will require a photo ID and business card. The Front Desk will *require* an email showing confirmation of viewing by either the Showing Service, Broker, or the condo owner.

Step 3- The Front Desk attendant will provide access to the mail room. In the mail room locate the Lockbox for the condo being shown. The Lockbox will contain both a key and a fob to access the elevators.

Step 4- Once showing is complete, return the key and fob to the lockbox.

Step 5- Checkout with the Front Desk attendant who will return photo ID.

Please Note- Showings must be completed between 8am and 8pm. Brooks Tower HOA does not provide parking for showings.



Open Houses at Brooks Tower

Step 1- Contact the Brooks Tower HOA office at 303.629.7200 to notify management of the Open House and to clear conflicts.

Step 2- Plan ahead, as it is required to have one agent or representative in the lobby and another in the condo.

Step 3- Observe allowable times for Open House activity which is limited to:
**Fridays from 4pm to 7pm and
Weekends from 9am to 5pm.**

Step 4- Placing signage outside the building will only be allowed during the Open House and must be removed upon completion.

Step 5- Normal check-in processes with the Front Desk apply for obtaining keys and fobs.

1020

BROOKS TOWER

First in City Living

You can contact your management team at Brooks Tower by calling: 303.629.7200

