

Rental Procedures for our guests from overseas:

**Assuming the rental agreement is \$2500 per week

* All of your methods of payments must be: money order, or Bank Checks, or cashier checks

- **First:** (mail the Application+\$1250 check)
 1. Please Complete our application - you can download it from our website at : <http://www.4ava.com/beachhouse/appform.htm>
 2. 1/2 of the rental agreement (\$2500) is due for reserving your week
 3. mail the Application+\$1250 check to: *Roya Behbahani, 12 Baldwin Hill Place, Moorestown, NJ 08057*

- Upon receipt of your application and 1/2 of our rental agreement we will:
 1. make sure to post your dates on our websites as reserved
 2. create lease agreement
 3. mail agreement to you

- **Second:** (At-least three weeks before arrival)
 1. Please mail the second half of the rental agreement (**\$1250**) + **\$500 security deposit** + **signed lease agreement** to: *Roya Behbahani, 12 Baldwin Hill Place, Moorestown, NJ 08057*

- Upon receipt of completed full amount of rental agreement + signed Lease Agreement + \$500 security deposit, **we will email you the welcome package which contains Community Rules(Cover page), combination code to the condo door, and Parking permit.**

- **Third:** (Upon departure)

Please make sure to hand the following items:

 1. 6 beach tags
 2. Key to the downstairs storage unit
 3. key to the elevator

- **After inspection of the condo by our manager at Brigantine, we will return your \$500 security deposit back to you. (Please try to return the condo the same way that was presented to you)**

If you have any questions please do not hesitate to contact us. I look forward to talk to you this afternoon.

Ramin Vassighi :-)
609-313-3802 (C)