

Rental Procedures for our Guests in U.S.

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

- 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 (\$1250) 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 your complete rental agreement + 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 hang 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.