

## 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. I look forward to talk to you this afternoon.

Ramin Vassighi :-)