



Sales & Vacation Rentals

*581 Sandbridge Road, Virginia Beach, Va. 23456
Office: 757.426.6262 Toll Free: 800.933.4800
Fax: 757.721.3505 Online: www.Sandbridge.com*

Monthly Winter Tenant - Rules and Regulations

The following information is furnished in order to help you know exactly what is expected of monthly tenants. We hope you enjoy your stay in Sandbridge!

RENT

- 1) All rents will be paid by the 1st business day of each month. Initial payment due at the time of lease signing is the First Month Rent and Security Deposit, which can be paid by Personal Check, Certified Funds or Cash. We can provide an ACH Debit Form to automatically debit from your account each month as another option to you.
- 2) Rent is due on the 1st of each month, if not received by the 5th rent is considered late. Late payments include a late fee of 10% of the rental amount.
- 3) There is a \$40.00 charge for checks returned by the bank for any reason.
- 4) The Security Deposit is in the amount of one month's rent and paid before you check-in.

UTILITIES

Upon move-in, all utilities will be transferred into tenants name by a Sandbridge Realty Agent and all bills will be paid by the tenant. If you find you are not receiving your bills at the home address it is your responsibility to contact the Winter Rental Dept. at (757) 426-6262 Ext.108 so we can address the problem. Failure to do so may result in utilities getting cut off. **YOU ARE RESPONSIBLE FOR COVERING COSTS OF UTILITIES** (Dominion Power, City of Virginia Beach Water, and HRSD). If service is disconnected at anytime before the expiration of your lease date as a result of a tenant's actions or without the authorization of the Winter Rentals Dept. there will be a \$100.00 service charge. *(Sandbridge Realty does not quote rates or estimate the cost of your utilities. They have no control over your cost of electricity, oil or propane heat, water or sewage).*

- **Telephone -**

Basic phone service (NO LONG DISTANCE) is included in your monthly rent. You must use the existing phone number. ***The tenant may not disconnect, transfer, intercept or otherwise cause the disruption of the service to the existing phone number. Second lines MAY NOT be added in place of the existing phone number. Any changes to existing service will result in a service fee.***

- **Cox Cable -**

All of our homes are equipped with the basic cable package including HBO. Cable costs are already included in your monthly payment. The tenant **MAY NOT** order any other service outside of the basic package. ***The tenant may not disconnect, transfer, intercept or otherwise cause the disruption of this service. Any changes to existing service will result in a service fee.***

- **High Speed Internet –**



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High Speed Internet access is included in your monthly rent and is provided by Cox Cable Internet Services. ***The tenant may not disconnect, transfer, intercept or otherwise cause the disruption of this service. Any changes to existing service will result in a service fee.***

- **Oil/Propane Heat -**

In the case of a house that is heated with oil or propane, the tank will be filled at the beginning of the lease at the owner's expense and the tenant will be responsible for topping off the tank upon their departure. A receipt **MUST** be furnished to Sandbridge Realty upon Check Out that the tank was indeed filled. Failure to do so could result in a deduction from your Security Deposit for the cost of refilling the tank.

CLEANING

The house should be clean and in good condition when you take occupancy. If the cleanliness is not satisfactory, please notify our office immediately. Upon your departure, we expect the house to be very clean and in Move-In condition for a new tenant. Failure to leave the home in good condition could result in a deduction of your security deposit. Our Housekeeping Dept. may be reached at (757) 426-6262, **option 4**.

CARPET CLEANING

The Sandbridge Realty will have the carpets professionally cleaned upon Lessee's departure and paid from the security deposit. (Cost will be determined by the professional carpet cleaning company)

TRASH PICK-UP

In Sandbridge, trash is picked up by the city in automated trucks. Please push the large **BLACK** trash can out to the edge of the road leaving the handle and wheels facing the home. Trash must be put out by 7 a.m. on **TUESDAY ONLY** for pick up. There is not a Winter Recycling Program so please **DO NOT** use the **BLUE RECYCLE BINS** for your trash. **THEY WILL NOT BE PICKED UP!** Be sure to have your cans pulled in by Midnight on Tuesday or the city will ticket you.

MAINTAINING SUFFICIENT HEAT

You must maintain sufficient heat in the home at all times (even if you go out of town) during the winter months to prevent possible damage from frozen pipes. Should pipes burst due to insufficient heat; the resulting cost will be your responsibility. Be advised if you are leaving the property for a period of 7 days or longer it may be a good idea to notify our winter rentals department in case of emergencies. Sandbridge Realty/ Owner are not responsible for extreme weather conditions, and are not responsible the damage of any tenant's personal property due to water damage from broken water pipes. **Sandbridge Realty advises each tenant to purchase a renters insurance policy for the period of their lease to protect their personal property.** Tenants are responsible for Heat/ AC Filters (change every 30 days).



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MAINTENANCE

All requests for Maintenance must be coordinated thru our Winter Rentals Dept. at (757) 426-6262 Ext. 108. The overall condition of the house is the responsibility of the homeowner; therefore we must obtain permission to make repairs. If it is determined that the repair was caused by tenant misuse- the service call will be billed to the tenant and collected with rent on the 1st of the month. Tenants are responsible for Vacuum bags, belts, light bulbs (except specialty lights) and AC / Heat Filters. Maintenance requests automatically authorize a Sandbridge Realty staff member or authorized contractor to enter the premises. We cannot always guarantee a specific time for any maintenance work.

INSPECTIONS

ALL properties will be inspected twice during your lease period. You do not have to be present for the inspection. However, if you have a pet, please contact our office prior to your inspection date to make arrangements for us to inspect the property when you are present. You will receive an inspection notification at least 48 hours prior to your inspection date. If upon inspection the house is to be found below Sandbridge Realty standards the tenant will be given a 5 day notice to re-inspect. If the home is still not satisfactory, a cleaner will be sent from Sandbridge Realty to correct the problem at the tenant's expense.

HOMES FOR SALE / SHOWING PROPERTY

If you have rented a home that is on the market for sale, it is the tenant's responsibility to keep the home in "Show Condition". Sandbridge Realty will provide the tenant with at least 24 hours notice before the property is shown.

HOT TUBS/ POOLS

Usage of Hot Tubs and Pools is **NOT INCLUDED** in the WINTER RENTAL RATE!!! If you would like use of the pool or hot tub it will be allowed only after owner approval. We will set up Hot Tub and/or Pool Services through a licensed Sandbridge Realty Vendor. Payment for these services must be paid up front on a monthly basis.

PET POLICY

An unauthorized pet is a serious violation of your Residential Lease Agreement and may result forfeiture of your entire Security Deposit as well as termination of your lease. Sandbridge Realty only allows a maximum of 2 **DOGS** per home. **NO** reptiles, birds, cats, or any other type of four legged friends will be permitted. You must have **WRITTEN AUTHORIZATION** from our office to have a pet. **WE REQUIRE A NON-REFUNDABLE PET FEE OF \$200.00 for the first pet and \$100.00 for an additional pet.** Please note this fee is used for our pest control company to treat the home for fleas, and it is **NOT** used for damages caused by the pet! Any damages over and above the pet fee will be deducted from your security deposit (if necessary).



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INSPECTION FORM

Attached you will find an inspection sheet on which to list any discrepancies, damage, or problems found with your rental unit so that you will not be held liable for pre-check-in conditions. This form must be filled out and returned to Sandbridge Realty within 2 weeks of taking possession. This form is designed to protect your security deposit so it is in your best interest to be sure it is returned and filled out thoroughly.

RENTERS INSURANCE

We strongly recommend that ALL tenants obtain renter's insurance. The owner's insurance covers the cottage and their belongings only!

PERSONAL INFO

Please contact our office if there is any change in phone numbers, job location, or emergency contacts. It is very important that we be able to contact you if needed.

LOST KEYS/ LOCK OUTS

There is a \$50.00 service charge for lost keys or tenants locked out after hours or when a Sandbridge Realty representative must come to the office or go to a property. We do have an answering service available 24 hours a day (757) 426-6262 **option 6** (after hours).

LEASE EXTENSION

Please contact our office no less than 2 weeks before the end of your lease if you will need to extend. The owner must be contacted and approval given before your request can be approved. In many cases the property has already been rented to a weekly tenant and in this case the extension will not be possible.

The Agents assigned to your lease are Stacey Hill and Heather Schleder. If you have any questions regarding your rental, Please contact our Winter Rentals Department at (757) 426-6262 Ext. 125 or 124.

AGENT: _____ Date: _____
(SANDBRIDGE REALTY)

TENANT: _____ Date: _____

TENANT: _____ Date: _____