



581 Sandbridge Road  
Virginia Beach, VA 23456  
757-426-6262  
800-933-4800  
757-721-3505 (Fax)



## 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!

**Incomplete applications will not be processed. Please complete all information requested on the application. If a question is not applicable, please write N/A**

Please attach the following to your application:

- **Proof of income: Pay stub, Bank Statements (personal & business), Copy of last year's federal tax return, Wages and tax statement (W-2 and/or 1099)**
- **Copy of Driver's License or Photo ID**
- **Application payment (ACH Form attached to the application)**

### **RENT**

- 1) All rents will be paid by the 1<sup>st</sup> business day of each month. Initial payments due at the time of lease signing the First and Last Months & Security Deposit can be paid by Certified Funds or Cash.
- 2) Rent is due on the 1<sup>st</sup> of each month, if not received by the 5<sup>th</sup> rent is considered late. Late payments include a late fee of 20% of the rental amount. We will provide an ACH Debit Form to automatically debit from your account each month, **this is required**.
- 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**

(Excluding Sandbridge Dunes condos and Sanctuary Condo)

Tenants are responsible for contacting Dominion Power to transfer utilities into their name. Upon move-in, water and sewage will be transferred into tenants' name by a Sandbridge Realty Agent and bills will be paid for 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. 103 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), unless otherwise discussed. 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 and has no control over the cost of your electric, oil or propane heat, water or sewage).*

**Telephone-** Basic phone service (NO LONG DISTANCE), unless otherwise discussed, if applicable, 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 unless otherwise noted. 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.***

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### **High Speed Internet-**

High Speed Internet access is included in your monthly rent and is provided by Cox Cable Internet Services, unless otherwise noted.

*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 additional deduction of your security deposit. Our Housekeeping Dept. may be reached at 757.426.6262 Option 4.

### **CARPET CLEANING**

The carpet is to be professionally cleaned upon Lessee's departure and paid from the security deposit.

### **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. Recycling is picked up every other week. Please place all recycling in the **BLUE RECYCLE BINS** - Be sure to have your cans pulled in as soon as possible or the city will ticket you. If you will not be able to pull cans in at a reasonable time on Tuesday, please call the maintenance department (757-426-6262 EXT 2) to make arrangements.

### **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/ Owners are not responsible for extreme weather conditions, or for the damage of a tenants' 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).

### **MAINTENANCE**

All requests for Maintenance must be coordinated through our Maintenance Dept. at 757.426.6262 EXT 2. 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) A.C. / 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**

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ALL properties will be inspected twice during your lease period; once halfway through lease and on day of departure. You **SHOULD** be present for the inspections. 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! Lease violation if opened.

### **LINENS**

Linens are NOT included in your lease agreement. You will need to provide your own sheets and towels. Mattress Pads, comforters and pillows are already on the beds for your use.

### **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 AN 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).

### **INSPECTION FORM**

We will provide an inspection sheet at check-in 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 1 week 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.

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**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 EXT 6.

**LEASE EXTENSION**

Please contact our office no less than 30 days 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 Agent assigned to your lease is Jen Pagan. Please contact her in our Long Term Rentals Department at 757.426.6262 EXT 103 with any questions regarding your rental.

AGENT: \_\_\_\_\_ Date: \_\_\_\_\_  
SANDBRIDGE REALTY

TENANT: \_\_\_\_\_ Date: \_\_\_\_\_

TENANT: \_\_\_\_\_ Date: \_\_\_\_\_



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**WINTER RENTAL APPLICATION**

**\* \* Applications require a \$50.00 Processing Fee (non-refundable) \*\* No Personal Checks**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

SPOUSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ WK PHONE: \_\_\_\_\_

POSITION: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

ANNUAL INCOME: \$ \_\_\_\_\_ BONUS: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SPOUSE'S EMPLOYER: \_\_\_\_\_ SPOUSE'S CELL \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

WK PHONE: \_\_\_\_\_ POSITION: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

ANNUAL INCOME: \$ \_\_\_\_\_ PLEASE LIST ANY OTHER INCOME: \_\_\_\_\_

**LIST ALL RESIDENTS TO OCCUPY HOUSE: SOCIAL SECURITY # BIRTH DATE M/F**

Head of Household: \_\_\_\_\_

Spouse: \_\_\_\_\_

Occupant: \_\_\_\_\_

(Relationship)

Occupant: \_\_\_\_\_

(Relationship)

AUTOMOBILE: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG: \_\_\_\_\_

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FORMER LANDLORD/MORTGAGE CO.: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CURRENT PROPERTY ADDRESS: \_\_\_\_\_

LENGTH OF RENTAL: \_\_\_\_\_ MONTHLY RENTAL/MORTGAGES: \$ \_\_\_\_\_

DATES OF RESIDENCE: FROM (DD/MM/YY): \_\_\_\_\_ TO (DD/MM/YY): \_\_\_\_\_

PETS – DESCRIPTION: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HOW MANY: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_ Relationship: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

(FOR APPLICANT TO COMPLETE)

(FOR OFFICE USE ONLY)

Lease Term: From \_\_\_\_\_ to \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Name of Cottage for which you are applying for: 1<sup>st</sup> Month's Rent \$ \_\_\_\_\_

1<sup>st</sup> Choice: \_\_\_\_\_ (\_\_\_\_\_ days @ \$ \_\_\_\_\_) \$ \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_ Application Fee (non-refundable) \$ \_\_\_\_\_

Pet Fee non-refundable (if applies) \$ \_\_\_\_\_

COPY OF DRIVER'S LICENSE: (Please Attach) TOTAL DUE \$ \_\_\_\_\_

Less Application Fee \$ \_\_\_\_\_

Balance to be paid before move in \$ \_\_\_\_\_

\*\*\*\*\*

I/We certify that all information answered in this credit application is deemed to be true and accurate to the best of my/our knowledge. I/We consent and authorize Sandbridge Realty, Inc., permission to obtain a credit report to check my/our credit references and permission to verify any information contained in this application. I/We also understand that submitting this application does not entitle me/us to first choice on a particular cottage. Sandbridge Realty reserves the right to accept another application on the same property and the Owner will have the choice in selecting his/her tenant. Since Sandbridge Realty, Inc., secures weekly rental contracts, there is a possibility that a home you have requested may not be available for occupancy until a later date than specified. Every effort will be made to accommodate your request. However, Sandbridge Realty, Inc. does not guarantee a particular date for occupancy. I/We also understand that all single adults who will be occupying the property will be required to fill out a separate application. There is absolutely no subletting allowed. By signing below you are also approving communication via email. PHOTO ID is required with this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)**

I (we) hereby authorize **Sandbridge Realty, Inc** and/or **Sanctuary Realty At Sandbridge**, hereinafter called COMPANY, to initiate a onetime debit entry for the winter rental application fee **(\$50.00 per person)** to my (our) account(s) indicated below at the banking financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account(s). I (we) acknowledge that the origination of ACH transactions to my (our) account(s) must comply with the provisions of U.S. law. I (we) acknowledge that the COMPANY processes all ACH transactions securely through its banking institution and my (our) personal information is protected as required by U.S. law. I (we) acknowledge that responsibility for the security of submitting this ACH form to the COMPANY by electronic methods (such as e-mail) is mine (ours); please encrypt your email submissions with passwords and notify the COMPANY of that password in a separate email.

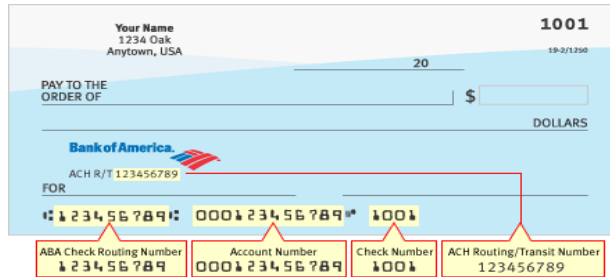
**\*\*\*Even if you have pre-authorized this payment over the phone, we ask that you please fill out this form, so we may verify our information and obtain your signature as proof of pre-approval.**

**Checking Account Information: (We cannot draft from Savings accounts)**

**Full Payment: (drafted upon receipt of this form)**

Bank Name \_\_\_\_\_ Debit Amount \$ \_\_\_\_\_

Account # \_\_\_\_\_ Routing # (9 digits) \_\_\_\_\_



Name \_\_\_\_\_ Reservation # \_\_\_\_\_

Address 1 \_\_\_\_\_ Property \_\_\_\_\_

Address 2 \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** **ACH Debits can occur for funds drawn on US banks only.** Sandbridge Realty, Inc. and/or Sanctuary Realty At Sandbridge retain exclusive right to accept or reject this payment. If you have any questions, please contact Jen Pagan at (800) 933-4800, extension 103. A service charge for any returned payment will be added to your balance due. Completed and **SIGNED** forms may be faxed to (757) 721-3505, mailed to the address shown at the top of this form, or scanned and emailed to [jen@sandbridge.com](mailto:jen@sandbridge.com). For security purposes, please be sure to encrypt or password protect all email correspondence.