

McGarvey Properties, Inc.
3160 Cormac's Way, Brunswick, GA 31525
(912) 261-8400 · (912) 261-9994 fax

OFFICE USE ONLY

Date_____	Room_____
First Day of Occupancy:_____	
Method of Payment:_____	
WK_____ MO_____ Other_____	

AGREEMENT

Name of Guest #1:_____	Name of Guest #2:_____
Social Security #:_____	Social Security #:_____
Driver's License #:_____	Driver's License #:_____
Car Make & Model:_____	Car Make & Model:_____
County & Tag #:_____	County & Tag #:_____
Date of Birth:_____	Date of Birth:_____
Mother's Maiden Name:_____	Mother's Maiden Name:_____
Place of Employment:_____	Place of Employment:_____
Work Phone:_____	Work Phone:_____
Home Phone:_____	Home Phone:_____

IN CASE OF EMERGENCY NOTIFY:

Name:_____	Your Present Address:_____
Relation:_____	_____
Address:_____	_____
Home Phone:_____	_____

AUTHORIZATION TO OBTAIN CONSUMER REPORT

"I hereby authorize McGarvey Properties, Inc. to obtain a consumer report and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information."

"I hereby expressly release McGarvey Properties, Inc. and any other procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies, including without limitation, various law enforcement agencies." I certify that all of the information entered on this application about me is true, complete and accurate. All persons/firms including criminal background checks may freely give any requested information concerning me and I hereby waive all rights of action for any consequences resulting from such information."

APPLICANT/GUEST_____ DATE_____

APPLICANT/GUEST_____ DATE_____

Rules and Regulations

1. Pets allowed only with office approval, proof of rabies shot and a \$200 n/r pet deposit.
2. No loud noises or partying.
3. Turn off utilities when not in unit.
4. Park in designated areas; do not block-in other guests/tenants.
5. Shirt and shoes must be worn at all times when outside.
6. No washing of vehicles or repairs of autos on premises.
7. No grilling on decks or premises.
8. Do not use railing to hang or dry clothing, rugs, etc.
9. Do not change locks on doors, and do not add latches unless approved by management.
10. Do not use ice picks or other sharp instruments to defrost refrigerators. Refrigerators must be defrosted by turning the unit off and allowing the ice to melt in the drip pan.
11. Guest/tenant is responsible for any damages to microwave, refrigerator etc... and should report all damages to management.
12. Management maintains the right of access to the unit for inspection, pest control, repairs, and maintenance during reasonable hours. In case of an emergency management may enter at any time to protect life, and prevent damage to the property. Guest/tenant agrees to use prudent judgement in securing jewelry and other valuables and agrees to hold management harmless for any loss.
13. Guest/tenant must return all keys before security deposit is refunded. If all keys are not returned, management may charge a \$50 re-key charge.
14. No one other than the person signed on this form may reside in unit. Absolutely no subletting.
15. Do not use the property, room etc, or permit it to be used for any disorderly or unlawful purpose whatsoever.
16. No nails, screws, or adhesive hangers except standard picture hooks may be place in walls, woodwork or any part of the unit.
17. **Deposit is nonrefundable for stays less than 30 days** , unless otherwise agreed to in writing.
18. Exterior lights are to be on at all times , do not turn them off!
19. Guest/tenant is responsible for theft of contents, keep door and windows locked and do not give keys to other individuals.
20. No payments will be prorated/refunded if guest/tenant moves out in the middle of the pay period, whether it be weekly or monthly. If proper notice is not given, tenant is required to pay the full pay period whether tenant is staying on property or not.
21. A \$25.00 service charge will be charged for returned checks. Management reserves the right to refuse personal checks from guest/tenant after one personal check has been returned by the bank unpaid.
22. A deposit will be charged; \$50.00 of the deposit will be held for cleaning costs, unless otherwise agreed to in writing. Deposit will be placed in a trust/escrow account with proceeds accruing to the management.
23. **For guests/tenants paying weekly, one weeks notice must be given, in writing, before moving out. Thirty (30) days notice must be given, in writing, by those paying monthly before moving out.**
24. Upon guest/tenant vacating, management may hold deposit for 30 days before refunding.
25. For weekly guests/tenants, all monies are due on Friday before 5 p.m. unless otherwise specified. For monthly guests/tenants, all monies are due on the first day of the month unless otherwise specified.
26. **For weekly guests/tenants, a late fee of \$15.00 will be assessed, and for monthly guests/tenants, a late fee of \$50.00 will be assessed if payments are not received by 5 p.m. three days after the due date. If payment is not received by 12 noon on the fifth day after the payment was due, this agreement will terminate at noon the following day, and a padlock will be placed on the door of delinquent guests, and dispossession proceedings will commence against tenants.**
27. Guests/tenants and their guarantors signed to this agreement agree to be held jointly responsible for payments.
28. If full payment is not received 10 days after the first demand/late notice, it is the obligation of the tenants and guarantor(s) to pay all attorney fees, legal fees, court costs, etc. which the management incurs.
29. Arrest warrants will be issued for the following:
 - 1.) Stealing or damaging property
 - 2.) Guests vacating premises without paying monies owed.

**ANY GUEST WHO VIOLATES THESE RULES WILL BE ASKED TO
VACATE THEIR ROOM IMMEDIATELY.**

McGarvey's Golden Rule

For guests/tenants paying weekly, one weeks notice must be given in writing before moving out. For residents paying monthly, 30 days notice must be given in writing before moving out. Failure to do so will result in forfeiture of deposit. Deposit cannot be applied towards balance on the room.

I have read and understand McGarvey's Golden Rule. _____ Initials

Date _____

I, _____ have read and understand.

Date _____ Room # _____

Guest/tenant #1 _____ Owner _____

Guest/tenant #2 _____ Date _____