

# Sawyer's Mill Owners' Association

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## RENTAL AGREEMENT PROCEDURES

1. The rental agreement should be completed and signed by the property owner/association member and mailed with the appropriate deposit and rental fee in order for the reservations to be made. Mail to:

Sawyer's Mill Owners' Association  
c/o Atkinson Management Group  
361 Southport Circle, Suite 102  
Virginia Beach, VA 23452  
Attn: Sharon Grozich

2. Clubhouse will not be rented if the property owner/association member is found to be delinquent 30 days or more in paying of assessment fees
3. The rental agreement will be held by AMG.
4. The pre-event inspection is to be made by the Inspector Eugenia Pledger (757)535-8032 and the lessee. At that time the keys will be made available to the lessee. The key will not be released if the \$200.00 refundable deposit and the \$50.00 or \$75.00 non-refundable rental fee have not been made.
5. The pre-event inspection is to be initialed by the lessee and the inspector. Any discrepancies in the facility condition will be noted on the pre-event inspection sheet.
6. Security Deposit should be mailed to AMG two (2) weeks prior to the event.
7. **NO CASH WILL BE ACCEPTED.** Security deposit must be paid by personal check, certified check or money order.
8. The post event inspection will be scheduled as follows:
  - a. The same day for morning or afternoon events
  - b. The following morning for evening or weekend events.
9. The post-event inspection is to be completed and signed by the lessee.
10. If no problems are identified during the inspection, the security deposit will be returned to the lessee by AMG within five (5) business days of the post-event inspection once the inspection form has been received by AMG.
11. If there is any damage or cleaning to be done, the security deposit will be used for the damage and/or necessary cleaning.
12. Any expenses for repairs and/or cleaning will be deducted from the security deposit and the balance returned to the lessee by AMG.
13. Should the expense of the repairs and/or cleaning exceed the amount of the security deposit, the lessee will be charged the amount for prompt payment.
14. Clubhouse rental is restricted to Homeowners **only**.
15. If you wish to use the pool or pool deck during your event, you must rent the pool (using the pool rental form and paying the pool rental fee).