

Westbrook Villas / Earl Investments



Thank you for choosing our community as your new home!

Your address will be _____

Please review the following information and **return this form before your move-in date.**

1. The electricity must be turned on in your name by your move-in date. If the power is not on in your name by this date, there will be a charge of **\$15/day** added to your rent until the switch is made. Please contact Entergy at 1-877-387-2499 and provide us with the following information:

Entergy Account Number: _____

Entergy turn on date: _____

2. Rent is due at move-in. **Your first rent payment must be paid with either cashier's check or money order.** After this first initial payment, we will accept personal checks, cashier's check, or money order as payment in the leasing office. Credit card or check payments may be made online through www.westbrookvillas.net. **CASH IS NOT ACCEPTED AS PAYMENT AT ANY TIME.**
3. Renter's insurance is required at all locations. **Proof of an active policy is due 24 prior to your move-in**
 - a. **See page 2 for renter's insurance requirements**
4. Installation of satellite dishes is not allowed at Westbrook Villas or any other Earl Investments property.
5. Every adult residing on the property at any time is required to complete a criminal background check and must be authorized by management.
6. All pets must be approved by management and are allowed at select properties. Pets are not allowed in 2 bed / 2 bath Deluxe apartments and in 1 bed / 1 bath Luxury apartments at Westbrook Villas or at the following locations: Sage I, Magnolia Terrace, Hudson Terrace

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

Manager/agent: _____

DATE: _____

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Renter's Insurance Requirements

Please note that a declarations page from your insurance provider is due **24 hours** prior to your scheduled move-in date for review. Your proof of coverage must reflect all of the following criteria **in writing** before we can issue keys to your new home:

1. Every adult over the age of 18 must be listed as insured on one policy, or each adult may maintain their own individual policy. (Please be sure each adult is listed on the proof of coverage you provide).
2. Each policy must include personal liability coverage in the amount of no less than \$100,000 per occurrence.
3. Each policy must be effective by your move-in date.
4. "Westbrook Villas / Earl Investments" must be listed as an additional interest (or interested party) on each policy with the address "1912 N. 7th St. West Monroe, LA 71291" included.

Your declarations page from your insurance provider can be emailed or faxed directly to our leasing office:

Fax: 318-387-8052

Email: westbookvilla@gmail.com