

Move-In-Guide

- 1) Welcome to the community at Whispering Woods Estates. You've become a member of a special community. If you have questions, please call 812-877-2333.
- 2) We'll need \$500.00 to take the property off the market and secure your position to own. The \$500 will apply to the purchase price and the lease option. Please let me know when you are available to meet. The office prefers money orders or cashier's checks (the initial money towards purchase is the only time the office will take these types of payments) after that, all monies will be directly withdrawn from bank accounts. You will need the the Year: Make: VIN: Size: for insurance.
- 3) Please confirm that you have done this by sending account numbers for the utilities. We'll also need a PDF of the declarations page of the insurance policy which is usually a couple of pages.
- 4) Please call the following Utility providers and sign up for service:

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| a) Seelyville Water and Sewer | 812-877-2665 (Please go to office) |
| b) CenterPoint Energy (only in gas homes) | 812-231-6436 |
| c) Sparklight Cable | 888-863-9928 |
| d) Duke Energy | 800-521-2232 |
| e) Garbage Service call Heather | 812-208-8810 |

- 5) Your original lease will be returned shortly from your local manager after it's been signed.
- 6) Trash pick-up day is on Thursday morning. Please keep the toter behind stairs when it is not at the street. Please do not have your toter at the street before 6pm on Wednesday night. Please have it removed by 6pm Thursday evening.
- 7) Please purchase homeowner's insurance and add CASA BELLA HOMES LLC (Address: PO Box 222 Castle Hayne, NC 28429) as "loss payee". Please make sure to have a minimum of \$100,000 liability insurance on your policy. Here is a short list of possible numbers to call to inquire about homeowner's insurance for a manufactured home:

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| GEICO | 800-771-7758 or 866-372-8903 |
| Foremost Insurance: | 800-237-2060 |
| Auto Owners Insurance: | 765-653-2641 |
| American Modern Property & Casualty: | 800-878-9891 or 800-543-2644 |

This must be before occupancy and a copy of the policy must be sent to whisperingwoodsestatesllc@gmail.com. If the homeowner's insurance lapses or isn't purchased by the tenant, landlord may purchase insurance for the Premises with a \$50.00 processing fee per month as well as the cost of the insurance. (Cost is approx. 5x homeowner's insurance.) Please get your year, make & VIN from your lease or Landlord.

- 8) Any checks or correspondence should be sent to WHISPERING WOODS ESTATES LLC's mailing address is: PO Box 222, Castle Hayne NC 28429
- 9) Lawns must be mowed by the resident weekly starting March 15 until November 15, weathering permitting.
- 10) All pets must be approved BEFORE they are accepted into the park. Bringing in a pet into a home before approval is grounds for immediate rejection of the pet and potential eviction.
- 11) There are ONLY 2 parking spots for each home. No more than 2 cars will be accepted.
- 12) As mentioned before, there is no smoking inside any home and butts must be collected and disposed of, not discarded around the property.