



THE NEW TOWN AT ST. CHARLES  
GENERAL ASSEMBLY

For Sale Sign Agreement

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_  
(Where the sign will be placed)

Phone Number: \_\_\_\_\_

Date Checked out of Office: \_\_\_\_\_ Sign to be Returned On/Before: \_\_\_\_\_

Deposit: \_\_\_\$100.00\_\_\_\_\_ Rent Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check Number: \_\_\_\_\_

**I have read the attached rules on Real Estate signs for New Town. In signing this agreement, I am aware of the refundable \$100.00 deposit, provided the sign is returned to the New Town at St. Charles General Assembly Office in the proper condition in which the sign was originally issued. I am also aware of the \$30.00 charge for the first three months, and \$10.00 fee for each additional month after. I understand this contract will automatically renew on a weekly basis unless return the sign to General Assembly; If payment is not made by the due date, I understand I will incur late fees of \$10.00 per week until payment is received.**

Signature: \_\_\_\_\_  
Print Name

Mailing Address (If Different from Above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Sign checked out by: \_\_\_\_\_

SIGN ID #: \_\_\_\_\_ Brochure Holder: \_\_\_\_\_ "Open House": \_\_\_\_\_ "Sold": \_\_\_\_\_

Notes/Comments: \_\_\_\_\_



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Rule 4.14 in The New Town at St. Charles Rules and Regulations regulates signage in New Town. It specifically limits “for sale” signs. The New Town at St. Charles General Assembly has real estate signs available for use. The following fees apply:

**\$100.00**      **Deposit (Refunded when sign is returned in original order)**  
**\$30.00**      **for use up to three months (Reserve period)**  
**\$10.00**      **per month after the initial three month period (Additional reserve period)**  
                 **\*\*\* (There are no partial refunds for early returns) \*\*\***

The initial three-month fee and this deposit shall be paid at the time the sign is picked up from the General Assembly. Any monthly extensions (Additional Reserve Periods) shall be paid prior to the expiration of any reserve period that has been previously purchased. If the fee for any extension (Additional reserve period) is not paid and received in the General Assembly Office by the return date, the General Assembly Office will charge a late fee of \$10.00 per week. In addition to the late fee, if the extension fee is still unpaid two months after the fee is due or the payment is tendered late on more than two occasions, then the General Assembly Office has the authority to remove the sign from the property.

**If the sign is removed by the General Assembly office due to more than two late extension payments or because a fee is over sixty days past due, the \$100.00 deposit will not be refunded.**

The deposit will be refunded when the real estate sign is returned to The New Town at St. Charles General Assembly, assuming that there is no damage to the sign. The sign must be cleaned off at the base, and not have any mud or dirt attached to the bottom. All pieces of the real estate signs must be returned. If any of these pieces are not returned with the sign or are returned damaged, the following charges will be deducted from the deposit:

<b>\$10.00</b>	<b>Sold Sign</b>
<b>\$10.00</b>	<b>Open House</b>
<b>\$20.00</b>	<b>Brochure Holder</b>
<b>\$50.00</b>	<b>Broken or cracked Home for Sale sign</b>
<b>\$20.00</b>	<b>4 x 4 post</b>
<b>\$5.00</b>	<b>2 bolts</b>

Please be aware that prior to the distribution of any sign by The New Town at St. Charles General Assembly, homeowners or real estate agents must call *Missouri One Call at 1-800-344-7483* to find out where utility lines are run for proper sign location.

Homeowners or real estate agents are responsible for the sign’s installation. Installations should not deviate from the approved plot plan and all signs should be installed with the wood stake buried two feet in the ground with four feet showing above ground.

Please contact Lisa Galati, or Tiffony Mixon at the General Assembly office with any questions. They can be reached at 636-916-2085. The office is located 3333-5 Rue Royale Street; hours are from 8:30 a.m. – 5:00 p.m. Monday through Friday. Typically the office is closed one hour for lunch, if you are making a special trip, please contact the office prior to be sure someone will be available to meet with you.