



**THE NEW TOWN AT ST. CHARLES®
GENERAL ASSEMBLY**

For Sale Sign Agreement

Owner: _____

Property Address: _____ Lot #: _____

Phone Number: _____

Date Checked out of Office: _____ Sign to be Returned: _____

Renter Received: (renter initials on each line below of each item received)

For Sale Sign: _____ Brochure Holder: _____ "Open House": _____ "Sold": _____

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 thereafter. I understand this contract will automatically renew monthly unless the sign is returned to General Assembly.

Signature: _____

Print Name

Mailing Address (if different from above): _____

Date: _____

Office Signature: _____

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. Please keep in mind that the New Town For Sale Sign comes as is and may not be altered. The following fees apply:

\$100.00	Deposit (refunded when sign is returned in original condition.)
\$30.00	Reserve Period (for use up to three months of use)
\$10.00	Additional Reserve Period (per month after the initial three-month 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. Additional Reserve Periods shall be paid prior to the expiration of any Reserve Period that has been previously purchased. 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. All items rented must be returned. If any of these items are not returned with the sign or are returned damaged, the following charges will be deducted from the deposit:

\$10.00	Sold Sign
\$10.00	Open House
\$20.00	Brochure Holder
\$50.00	Broken or Cracked Home for Sale Sign
\$20.00	4 x 4 Post
\$5.00	2 Bolts

Please be aware that prior to the installation of the sign, *Missouri One Call at (1-800) 344-7483* must be called 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 the General Assembly Office with any questions at (636) 916-2085. The office is located 3312-1 Rue Royale Street; hours are from 9:00 a.m. – 5:30 p.m. Monday through Friday.