

The
BARCLAY

In Buckhead Pines
3530 Piedmont Rd.
Atlanta, GA 30305
404-262-2643

Request and Guidelines for Estate Sales

When organizing an estate sale a \$250 deposit must be placed with the management office. This payment is fully refundable if no damage occurs. An additional payment of \$200 must be made to cover the cost of a guard for one day. All furniture items must be removed on the same day that the guard is on duty. This date will be pre-arranged by the organizer of the estate sale. Dates available to hire the guard are Monday through Friday only between the hours of 9 AM and 4 PM.

Two policemen must be hired by the Estate Sale organizer to work during the sale itself. The first policeman is to be located at Piedmont Road. This officer is required to permit no more than 15 customers to enter the property at one time. After identifying the Estate Sale customer, he will place a flag on the car aerial. As two or more customers exit the sale, this officer may allow that same number to enter the property. All other customers may park at Piedmont Center and walk over.

The second policeman is to be located at the entrance to the visitors level and will direct traffic to the south side of the building. No parking is allowed on the Visitors level.

Only items that can be carried in arms can be taken during the sale. Nothing must be removed through the main lobby. These items must be brought through the loading dock door.

No signs are to be placed at the entrance or within the confines of the property. The deposit and the payment for the guard must accompany the request to hold the Estate Sale.

Should you have any questions, please contact the management office at 404-262-2643.

I would like to hold an Estate Sale for unit # _____ on _____

I am attaching the deposit check # _____ and the guard fee check # _____

I would like the guard hired on _____ for the removal of all furniture and large sale items.

I understand that I am responsible for all damages and liabilities during the sale as well as during the removal of the sale items.

Estate Sale Organizer

Property Management Office

Home Owner

Date of Signatures