



CRAIG  
RANCH

# Real Estate Sign Usage Agreement

Address of Property: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

- *By signing this document you agree to abide by the rules and regulations regarding real estate signage within the Craig Ranch Community Association.*

*Signature:*

\_\_\_\_\_

In order to receive an approved Craig Ranch Sign Frame, we will need a deposit check payable to CRCA (Craig Ranch Community Association) in the amount of \$25.00. **\*\* This check will be cashed upon receipt \*\*** This deposit secures rental, installation, and removal of frame. When the property listing is sold, please contact our offices to have the sign frame removed. Upon return of the sign frame in satisfactory condition the \$25.00 deposit will be reimbursed to the Owner/Realtor. Should the sign frame not be returned in a satisfactory condition, the costs of repairs and/or replacement shall be deducted from the deposit.

*Note: Installation and removal of the sign frame ensures that the sign is straight when it is installed and removed promptly when the property is reported as having sold. Please note that this does not include straightening the sign as Texas weather may cause the signs to lean over time. Maintenance of the sign from the time that it is installed until the time that it is removed is the sole responsibility of the Home Owner and/or listing agent.*

\_\_\_\_\_

Sign Number \_\_\_\_\_ Date Out \_\_\_\_\_ Date In: \_\_\_\_\_

Sign Condition: \_\_\_\_\_

Damage Deposit Check #: \_\_\_\_\_

Owner/Realtor: \_\_\_\_\_

CRCA Agent: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

7850 Collin McKinney Pkwy. Suite 103 • McKinney, Texas 75070

Phone (972) 548-9191

*CRCA Sign Usage Agreement*

## Process for getting your sign insert and frame installed at Craig Ranch:

1. The frame measures 24high”x36wide”.
2. Sign the top portion of the above contract and send the contract along with a check for \$25.00 to **CRCA, 7850 Collin McKinney Parkway, Suite 103, McKinney, TX 75070.**
3. Once your sign insert is complete, bring it by our offices for installation. *Some signage places will actually drop the insert off at our offices for no additional charge.*
4. Once we have received the sign insert, the contract, and the check for \$25.00; we will install your sign frame at the location specified on your contract.
5. Once the listing has sold, please contact our offices at 972-548-9191 and we will pull the sign and process a reimbursement for the \$25.00 deposit. At this point you may come and pick up your sign insert for future use at your earliest convenience.

**Note: The \$25.00 does not purchase the sign frame. It merely serves as a deposit and is only reimbursable upon safe return of the Craig Ranch sign frame.**

***Because there is a policy in effect for approved allowable signage in Craig Ranch, no one is allowed to temporarily use their own signage until their approved Craig Ranch sign is generated. Average production time for a sign shouldn't take anymore than 2 or 3 days, keeping the amount of time without a sign on your property listing to a minimum.***