



# The Dunes at Coastal Point

## Resident Welcome Guide

*Steps from the sea. Miles from ordinary.*

### WELCOME HOME.

This guide brings together the essentials for getting settled at The Dunes at Coastal Point, from resident services and community information to parking, packages, pets, and move-in notes.



#### LEASING OFFICE

- 📍 211 Coastal Point Drive  
Atlantic Beach, NC 28512
- ☎ 252-570-0185
- ✉ [thedunes@brewtownliving.com](mailto:thedunes@brewtownliving.com)
- 📷 Instagram: @dunesatcoastalpoint

*Prepared for residents of The Dunes at Coastal Point.*



# Getting Started



*Resident services and move-in essentials.*



## 1. Resident Center

- Website: [gwe.managebuilding.com/Resident/public/home](http://gwe.managebuilding.com/Resident/public/home)
- Use the resident portal for rent payments, maintenance requests, and account information.



## 2. Move-In Essentials

- Review your lease documents and community information.
- Keep your move-in paperwork in an easy-to-access place.
- Reach out to the leasing office if you need help getting settled.



## 3. Maintenance & Support

- Routine service requests should be submitted through the resident portal.
- For urgent matters, please contact the leasing office directly.
- Office contact: 252-570-0185 • [thedunes@brewtownliving.com](mailto:thedunes@brewtownliving.com)



### *Quick Tip*

Save the Resident Center link to your phone or computer for easy access.



# Amenities & Shared Spaces

*A look at the spaces that make daily living feel a little easier.*



## 1. Pools

- Indoor pool open year-round.
- Indoor pool hours: until 10:00 PM.
- Outdoor pool hours: until 10:00 PM.



## 2. Fitness Center

- Fitness center access is controlled by community policy.
- Please contact the leasing office for access details.



## 3. Outdoor Amenities

- Pickleball courts.
- Community patio / outdoor gathering areas.
- Beach access nearby.



## 4. Beach Access

- Easy access to the beach and coastal living.
- Enjoy nearby sandy shores and ocean breezes.



# Mail, Packages & Addressing



*Helpful notes for receiving mail and updating your address.*



## 1. Mail & Deliveries

- Each resident is assigned a PO box.
- Standard deliveries are typically delivered directly to your apartment door.
- If a package is too large, it may be brought to the office and you will be notified.
- There is not a package room on site.



## 2. Address Updates

- Because this is a newer community and some address systems are still being updated, you may need to visit your local USPS office in person to complete or confirm a change of address.
- If you are unsure of your exact mailing format, please confirm it with the leasing office.



## 3. Example Mailing Format

Resident Name  
203 Coastal Point Drive, Unit 203-201  
Atlantic Beach, NC 28512

*Your exact building and unit numbers will vary.*



# Parking, Visitors & Community Standards



*Simple reminders that help the community run smoothly.*



## 1. Parking & Visitors

- Visitors must have a visitor parking pass to park on property.
- There is no overflow parking area.
- Please follow all posted parking guidelines and office instructions related to resident parking.



## 2. Community Courtesy

- Help keep shared spaces clean, calm, and respectful.
- Please be mindful of neighbors and quiet enjoyment.
- Dispose of trash properly and follow posted community procedures.



## 3. Balconies & Outdoor Areas

- Keep balconies, patios, and outdoor spaces neat and in line with community standards.
- Please clean up after pets and keep walkways clear.



# Pet Information



*We love your furry family members!*



## Pet-Friendly Community

The Dunes at Coastal Point is a pet-friendly community. We welcome cats and dogs!



## Up to 2 Pets Per Apartment

We welcome up to 2 pets per apartment, subject to approval and lease terms.



## Pet Fees & Pet Rent

- \$400 non-refundable pet fee for 1 pet
- \$600 non-refundable pet fee for 2 pets
- \$25 per pet, per month



## Pet Screening Required

All pets must be screened and approved prior to move-in. Please complete the pet screening process through our third-party provider.



## No Dog Park On Site

There is not a dog park on site. We encourage residents to explore nearby parks and green spaces.



## Dog Spa Access

Residents receive a unique access code from the leasing office to use the community dog spa.



*We appreciate your partnership in keeping our community clean, enjoyable, and welcoming for all residents—two-legged and four-legged!*



# Helpful Questions & Contact Information

*A few quick answers and ways to reach us.*



## 1. How do I pay rent?

- Rent payments are made through the Resident Center portal.



## 2. How do I submit maintenance?

- Submit routine service requests through the Resident Center portal and include photos when helpful.



## 3. Where does my mail go?

- Residents receive a PO box, and most deliveries go directly to the apartment door. Oversized packages may be held at the office.



## 4. What about visitors and parking?

- Visitors must have a visitor parking pass, and there is no overflow parking area.



## 5. Who should I contact if I need help?

- The leasing office is here to help with questions about your apartment, move-in paperwork, or community information.



### THE DUNES AT COASTAL POINT

📍 211 Coastal Point Drive  
Atlantic Beach, NC 28512

☎ 252-570-0185

✉ [thedunes@brewtownliving.com](mailto:thedunes@brewtownliving.com)

📷 Instagram: [@dunesatcoastalpoint](https://www.instagram.com/dunesatcoastalpoint)

💻 Resident Center: [gwe.managebuilding.com/Resident/public/home](http://gwe.managebuilding.com/Resident/public/home)



**INVENTORY AND CONDITION FORM**  
*Becomes part of Lease Contract*



**DWELLING DESCRIPTION.** \_\_\_\_\_

(street address) \_\_\_\_\_ (unit no. if applicable) in \_\_\_\_\_ (city),  
North Carolina, \_\_\_\_\_ (zip code).

**LEASE CONTRACT DESCRIPTION.** Lease Contract date: \_\_\_\_\_

Owner's name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Residents (list all residents):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Within 48 hours after move-in, you must note on this form all defects, damage, or safety or pest-related concerns and return it to our representative. Otherwise, everything will be considered to be in a clean, safe, and good working condition. Please mark through items listed below or put "none" if the items don't exist. This form protects both you (the resident) and us (the owner). We'll use it in determining what should and should not be considered your responsibility upon move-out. You are entitled to a copy of this form after it is filled out and signed by you and us.**

Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
Resident's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

**Move-In** or  **Move-Out Condition** (Check one)

**Living Room**

Walls \_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, Switches, A/C Vents \_\_\_\_\_  
Woodwork/Baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light Fixtures, Bulbs \_\_\_\_\_  
Floor/Carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, Stops, Locks \_\_\_\_\_  
Windows, Latches, Screens \_\_\_\_\_  
Window Coverings \_\_\_\_\_  
Closets, Rods, Shelves \_\_\_\_\_  
Closet Lights, Fixtures \_\_\_\_\_  
Lamps, Bulbs \_\_\_\_\_  
Other \_\_\_\_\_

Refrigerator, Trays, Shelves \_\_\_\_\_  
Refrigerator Light, Crisper \_\_\_\_\_  
Dishwasher, Dispensers, Racks \_\_\_\_\_  
Sink/Disposal \_\_\_\_\_  
Microwave \_\_\_\_\_  
Other \_\_\_\_\_

**General Items**

Thermostat \_\_\_\_\_  
Cable TV or Master Antenna \_\_\_\_\_  
A/C Filter \_\_\_\_\_  
Washer/Dryer \_\_\_\_\_  
Garage Door \_\_\_\_\_  
Ceiling Fans \_\_\_\_\_  
Exterior Doors, Screens/Screen Doors, Doorbell \_\_\_\_\_  
Fireplace \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_

**Kitchen**

Walls \_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, Switches, A/C Vents \_\_\_\_\_  
Woodwork/Baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light Fixtures, Bulbs \_\_\_\_\_  
Floor/Carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, Stops, Locks \_\_\_\_\_  
Windows, Latches, Screens \_\_\_\_\_  
Window Coverings \_\_\_\_\_  
Cabinets, Drawers, Handles \_\_\_\_\_  
Countertops \_\_\_\_\_  
Stove/Oven, Trays, Pans, Shelves \_\_\_\_\_  
Vent Hood \_\_\_\_\_

**Dining Room**

Walls \_\_\_\_\_  
Wallpaper \_\_\_\_\_  
Plugs, Switches, A/C Vents \_\_\_\_\_  
Woodwork/Baseboards \_\_\_\_\_  
Ceiling \_\_\_\_\_  
Light Fixtures, Bulbs \_\_\_\_\_  
Floor/Carpet \_\_\_\_\_  
\_\_\_\_\_  
Doors, Stops, Locks \_\_\_\_\_  
Windows, Latches, Screens \_\_\_\_\_  
Window Coverings \_\_\_\_\_  
Closets, Rods, Shelves \_\_\_\_\_  
Closet Lights, Fixtures \_\_\_\_\_  
Other \_\_\_\_\_

**Halls**

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Closets, Rods, Shelves \_\_\_\_\_
- Closet Lights, Fixtures \_\_\_\_\_
- Other \_\_\_\_\_

**Exterior** (If applicable)

- Patio/Yard \_\_\_\_\_
- Fences/Gates/Gates Latches or Locks \_\_\_\_\_
- Faucets \_\_\_\_\_
- Balconies \_\_\_\_\_
- Other \_\_\_\_\_

**Bedroom** (describe which one): \_\_\_\_\_

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Windows, Latches, Screens \_\_\_\_\_
- Window Coverings \_\_\_\_\_
- Closets, Rods, Shelves \_\_\_\_\_
- Closet Lights, Fixtures \_\_\_\_\_
- Other \_\_\_\_\_

**Bedroom** (describe which one): \_\_\_\_\_

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Windows, Latches, Screens \_\_\_\_\_
- Window Coverings \_\_\_\_\_
- Closets, Rods, Shelves \_\_\_\_\_
- Closet Lights, Fixtures \_\_\_\_\_
- Other \_\_\_\_\_

**Bath** (describe which one): \_\_\_\_\_

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Exhaust Fan/Heater \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Windows, Latches, Screens \_\_\_\_\_
- Window Coverings \_\_\_\_\_
- Sink, Faucet, Handles, Stopper \_\_\_\_\_
- Countertops \_\_\_\_\_
- Mirror \_\_\_\_\_
- Cabinets, Drawers, Handles \_\_\_\_\_
- Toilet, Paper Holder \_\_\_\_\_
- Bathtub, Enclosure, Stopper \_\_\_\_\_
- Shower, Doors, Rods \_\_\_\_\_
- Tile \_\_\_\_\_
- Other \_\_\_\_\_

**Half Bath**

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Exhaust Fan/Heater \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Windows, Latches, Screens \_\_\_\_\_
- Window Coverings \_\_\_\_\_
- Sink, Faucet, Handles, Stopper \_\_\_\_\_
- Countertops \_\_\_\_\_
- Mirror \_\_\_\_\_
- Cabinets, Drawers, Handles \_\_\_\_\_
- Toilet, Paper Holder \_\_\_\_\_
- Tile \_\_\_\_\_
- Other \_\_\_\_\_

**Bedroom** (describe which one): \_\_\_\_\_

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Windows, Latches, Screens \_\_\_\_\_
- Window Coverings \_\_\_\_\_
- Closets, Rods, Shelves \_\_\_\_\_
- Closet Lights, Fixtures \_\_\_\_\_
- Other \_\_\_\_\_

**Bath** (describe which one): \_\_\_\_\_

- Walls \_\_\_\_\_
- \_\_\_\_\_
- Wallpaper \_\_\_\_\_
- Plugs, Switches, A/C Vents \_\_\_\_\_
- Woodwork/Baseboards \_\_\_\_\_
- Ceiling \_\_\_\_\_
- Light Fixtures, Bulbs \_\_\_\_\_
- Exhaust Fan/Heater \_\_\_\_\_
- Floor/Carpet \_\_\_\_\_
- \_\_\_\_\_
- Doors, Stops, Locks \_\_\_\_\_
- Windows, Latches, Screens \_\_\_\_\_
- Window Coverings \_\_\_\_\_
- Sink, Faucet, Handles, Stopper \_\_\_\_\_
- Countertops \_\_\_\_\_
- Mirror \_\_\_\_\_
- Cabinets, Drawers, Handles \_\_\_\_\_
- Toilet, Paper Holder \_\_\_\_\_
- Bathtub, Enclosure, Stopper \_\_\_\_\_
- Shower, Doors, Rods \_\_\_\_\_
- Tile \_\_\_\_\_
- Other \_\_\_\_\_

**Safety-Related Items** (Put "N/A" if not applicable)

- Door Knob Locks \_\_\_\_\_
- Keyed Deadbolt Locks \_\_\_\_\_
- Keyless Deadbolts \_\_\_\_\_
- Sliding Door Pin Locks \_\_\_\_\_
- Sliding Door Latches \_\_\_\_\_
- Sliding Door Security Bars \_\_\_\_\_
- Doorviewers \_\_\_\_\_
- Window Latches \_\_\_\_\_
- Porch and Patio Lights \_\_\_\_\_
- Smoke Detectors \_\_\_\_\_
- Alarm System \_\_\_\_\_

Fire Extinguishers (look at charge level BUT DON'T TEST!) \_\_\_\_\_

Date of Move-In: \_\_\_\_\_

Garage Door Opener \_\_\_\_\_

or

Gate Access Card(s) \_\_\_\_\_

Date of Move-Out: \_\_\_\_\_

Carbon Monoxide Detector(s): \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL PROVISIONS.** The following special provisions control over conflicting provisions of this printed form:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgment.** You agree you will complete and submit this form in accordance with this Lease and our Community Policies. You acknowledge you will inspect and test all safety-related items in the dwelling, including smoke alarms and any other detector(s), and confirm that they are working, except as noted on your completed Inventory and Condition Form. All items will be considered to be in good and working condition unless otherwise noted. You acknowledge you will receive written operating instructions on the alarm system and gate access entry systems (if there are any). You acknowledge that you will inspect the dwelling and confirm no signs of bed bugs or other pests are present, or, if bugs are present, that you will promptly report any bed bug or pest issues on this Inventory and Condition Form and through a written work order or other written repair request. You agree that this returned completed Inventory and Condition Form accurately reflects the condition of the dwelling for purposes of determining any refund of deposit due to you when you move out. You acknowledge that if you do not return the form within 48 hours after move-in, we will consider the dwelling to be clean, safe, free of pest or insect infestations, and in good working condition for purposes determining any refund of deposit due to you at move-out.

*In signing below, you accept this inventory as part of the Lease Contract and agree that it accurately reflects the condition of the premises for purposes of determining any refund due to you when you move out.*

Resident or Resident's Agent: \_\_\_\_\_ Date of Signing \_\_\_\_\_

Resident or Resident's Agent: \_\_\_\_\_ Date of Signing \_\_\_\_\_

Resident or Resident's Agent: \_\_\_\_\_ Date of Signing \_\_\_\_\_

Resident or Resident's Agent: \_\_\_\_\_ Date of Signing \_\_\_\_\_

Resident or Resident's Agent: \_\_\_\_\_ Date of Signing \_\_\_\_\_

Owner or Owner's Representative: \_\_\_\_\_ Date of Signing \_\_\_\_\_