Long and Foster Real Estate, Inc.

Formerly NJ Realty, Inc.

Sea Isle City, NJ

Licensed Real Estate Brokers

Enclosed is the 2017 Rental Listing Agreement. Please take the time to carefully review, complete and return as soon as possible so that we can begin fulfilling our 2017 rental requests.

Please note that Long and Foster Real Estate, Inc. Rental Commission is 11%.

Remember, the property information (amenities, rates and availability) that you provide is the information that is provided to potential tenants. This information <u>must be accurate</u> as it will be made a part of your Lease.

The following is strongly recommended:

- 1. Submit your 2017 rates asap!
- **2.** Don't put off your post-season maintenance! Cleaning, carpet cleaning, touch up paint, cleaning of ceiling fans & HVAC vents, etc. Tenants will judge your property on how they see it now, not how you intend to prepare it in the Spring.
- 3. Wireless Internet Service is now a "must have".
- **4.** HVAC service contract: Don't get caught without it.
- **5.** Good, reliable cleaning service. Families #1 priority is a clean vacation rental.

You can submit your rental information & rates online as well at: www.iLoveSeaisle.com

Thank you for your continued business. If I can be of any assistance, please fell free to contact me.

Sincerely,

Paul Bodo

www.iLoveSeaisle.com

Email: Paul@iLoveSeaisle.com

Long and Foster Real Estate, Inc. 4914 Landis Avenue Sea Isle City, NJ 08243 Office: 609-263-2267

Fax: 609-263-3707

Long & Foster Real Estate, Inc. (Formerly: NJ Realty, Inc.) - 2017 Rental Listing Agreement

4914 Landis Avenue Sea Isle City, NJ 08243 Toll Free: 1-800-648-9316 Office: 609-263-2267 Fax: 609-263-3707

Paul Bodo - www.iLoveSeaisle.com

You can submit your listing online at www.iLoveSeaisle.com

Email: Paul@iLoveSeaisle.com

Be Sure To Obtain a Rental Permit from City Hall

OWNER INFORMATION:	RENTAL PROPERTY INFORMATION:
Name(s):	Rental Property Address:
Social Security # / Federal ID #:	Unit:
Home Mailing Address:	Minimum Rental Period:
	# of Bedrooms: # of Bathrooms:
Email Address:	Occupancy - Maximum #:
Home Phone:	Bonus Room: YESNO
Cell Phone:	Owner Has Pet On Premises:YESNO
Work Phone:	Comcast Account #:
Make Checks Payable To:	Would You Consider Selling Your House?:
Rental Commission is 11%.	
In the event any repairs to my property or the ap	opliances are necessary, contact: (Please provide vendor name and phone #.)
A/C Repair:	
Appliance Repair:	
Electrician:	
Plumber:	
Cleaning:	
Authorization to order repair work up to \$300.00	YESNO

AMENITIES	AMENITIES	2017 Weekly	Rental Rates
Groups Permitted	# Futons	04/15/2017	
Central A/C	# Pyramid Bunk Beds	04/22/2017	
# Window A/C / Wall A/C	# Trundle Beds	04/29/2017	
TV Cable Included	# Cots	05/06/2017	
# Cable TV's	Air Mattress	05/13/2017	
Non-Smoking Unit	Crib	05/20/2017	
Washer	Toaster	05/27/2017	
Dryer	Blender	06/03/2017	
Dishwasher	Coffee Maker	06/10/2017	
# of Off Street Parking Spaces	Vacuum	06/17/2017	
Pets Permitted	Iron & Board	06/24/2017	
# of Ceiling Fans	Fireplace	07/01/2017	
# of Decks	Jacuzzi	07/08/2017	
# of Furnished Decks		07/15/2017	
Internet Access	High Chair	07/22/2017	
Drip Coffee Maker	Beach Chairs	07/29/2017	
Keurig Coffee Maker	Bicycles	08/05/2017	
# of DVDs	Linens	08/12/2017	
Microwave		08/19/2017	
Outside Shower		08/26/2017	
Elevator	Wireless Network Name:	09/02/2017	
BBQ Grille: Gas, Charcoal, Electric		09/09/2017	
# of Boat Slips – Tenant Use		09/16/2017	
Garage – Tenant Use	Wireless Network Password:	09/23/2017	
# King Beds		Season 05/26 – 09/10	0
# Queen Beds		1st Half 05/26 – 07/1	5
# Double Beds		2 nd Half	
# Single Beds		07/15 – 09/10 Utilities	J
# Single Beas		In Tenants Na	me
# Bunk Beds		Utilities Includ	
# Sofa Beds (size ?)		Off Season Weekend Rate Night	
Other Amenities or Comments:		Polar Bea Weekend 2/17-	
Realtors To Be Notified of Rentals: B	erkshire Hathaway	Farina & Boeshe	Freda
Hoey Keller William	s Landis	Laricks	McCann
•	dan Sea Isle Realty	Sea Winds	-
Townsends Inlet Other	er:	(Agent	Key #)

Specific Weekend Rentals:

- <u>Easter Weekend</u> : Friday, 4/14 to Sunday, 4/16/2017: <u>Rate:</u> \$
- Memorial Day Weekend: Friday, 5/26 to Monday, 5/29/2017: Rate: \$
- <u>Skimmer Weekend</u> : Friday, 6/16 to Sunday, 6/18/2017: <u>Rate:</u> \$
- <u>Labor Day Weekend</u> : Friday, 9/1 to Monday, 9/4/2017: <u>Rate:</u> \$
- Fall Family Festival Weekend: Friday, 9/15 to Sunday, 9/17/2017: Rate: \$
- Thanksgiving: Wednesday, 11/22 to Sunday, 11/26/2017: Rate: \$

Long & Foster Real Estate, Inc. (Formerly: NJ Realty, Inc.) - Rental Listing Terms

- 1. Rental Listing Agreement: Owner represents that he/she is the owner of the property or is authorized by the owner of the property to sign this Rental Listing Agreement and that the owner has the legal right to lease the Property. In consideration of the services to be performed by Long & Foster Real Estate, Inc., the owner does herby authorize and give Long & Foster Real Estate, Inc. a listing to lease this property at the prices listed or for any price which the owner may agree. If this is a non-exclusive listing and other real estate agencies are authorized to lease this property on behalf of the owner, the owner has supplied the names of the other agencies where indicated.
- 2. Rental Payment Collection and Disbursement: Long & Foster Real Estate, Inc. shall collect on behalf of the owner all rental payments and damage deposits (if applicable) required. All such funds will be held in Long & Foster Real Estate, Inc. Trust Checking Account (a non-interest bearing account) prior to disbursement. Owner acknowledges that any payment shall not be disbursed to the owner until a reasonable amount of time after such funds have cleared the account of Long & Foster Real Estate, Inc. and in no case prior to the Execution of the Lease.
- 3. Commission: Owner agrees to pay Long & Foster Real Estate, Inc. a commission of 11%. All payments are to be collected by Long & Foster Real Estate, Inc. and the commission shall be deducted from the payments of rent received. Owner understands and agrees that the commission fee is solely for the purpose of securing tenants and does NOT include property management services. Long & Foster Real Estate, Inc. is NOT a property management company. Owner is solely responsible for all property inspections. In addition, in the event a tenant procured by Long & Foster Real Estate, Inc. purchases or leases the property within two (2) years of the date of the lease, the owner agrees to pay Long & Foster Real Estate, Inc. a commission of 11% for the rental or 6% for the purchase. As Lessor and/or seller, you have the right to individually reach an agreement on any fee, commission or other valuable consideration with any Broker. No fee, commission or other consideration has been fixed by any governmental authority or by any trade association or multiple listing service.
- 4. Agent Authorization: Owner authorizes Rental Agent to undertake repairs, replacement or cleaning up to a maximum of \$300.00 for each incident. Rental Agent will endeavor to contact the owner and utilize the services of above names contractors for any such work. For repairs, replacements or cleaning exceeding this sum, Rental Agent must obtain permission of the owner.
- 5. Security Deposit Protection Plan (SDPP): All short term rentals include a \$50.00 premium that the tenant will pay to Long & Foster Real Estate, Inc. for a SDPP (provided through CSA Travel Protection and Insurance Services) that insures the tenant for accidental or unintentional damages they may cause to your rental property during their stay (up to a maximum of \$1,500.00), provided such damage is disclosed/reported by the tenant to Long & Foster Real Estate, Inc. prior to check-out. Should the tenant not disclose/report damages and damages are found by the property owners or his contractors, property owner can still report damages to Long & Foster Real Estate, Inc. within 7 days of check-out date. FOR ALL Claims - Property owner must submit to Long & Foster Real Estate, Inc. all paid receipts for repairs/replacements that the property owner has paid for. Without receipts, CSA will deny the claim. Reimbursement checks will be paid directly to Long & Foster Real Estate, Inc. by CSA Travel Protection and Insurance Services and Long & Foster Real Estate, Inc. will disburse such funds accordingly. Certain terms and conditions apply. Full details of the SDPP are contained in the Certificate of Insurance Policy, and can be found online at: www.iLoveSeaisle.com. In the event the tenant chooses to not purchase the SDPP, a standard damage deposit of \$500.00 will be charged to the tenant. Should the tenant choose to purchase the SDPP, property owner agrees not to take a damage deposit.
- 6. Non-Refundable Tenant Processing Fee: The undersigned owner understands and agrees that Long & Foster Real Estate, Inc., under this contract may charge a non-refundable tenant processing fee to the tenant under each lease. This fee represents the efforts of NJ Realty, Inc. in processing the rental application of the tenant. The undersigned owner understands that Long & Foster Real Estate, Inc. is acting as a Transaction Agent in this rental transaction and the commission to Long & Foster Real Estate, Inc. in the agreement, as well as the tenant processing fee represent compensation from both parties for the rental transaction. This fee will be deducted from the first payment made by the tenant.
- 7. Owner Indemnification: Owner hereby indemnifies Long & Foster Real Estate, Inc. for any claims, losses, and expenses including reasonable attorney's fees, incurred in connection with the rental of the property, including holding or release of any damage deposit. Owner hereby authorizes Long & Foster Real Estate, Inc. to release the damage deposit to the tenant as set forth in this listing agreement. Owner understands and agrees that Long & Foster Real Estate, Inc. and its Agents are acting as Rental Agents only and are NOT property managers.
- 8. Condition of Property: Owner represents and warrants that the property is habitable and is in compliance with all local, county, state, and federal laws and regulations including but not limited to those pertaining to Licensing, Land Use, Health, Housing Code, and Fire Safety.
- 9. Consumer Information Statement: By signing this Listing Agreement, the owner acknowledges review of the Consumer Information Statement on New to work
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1	The 1	Lessor a	cknow	ledges	that l	he/she	has read	l all p	pages of	this	Listing 1	Agreement	, understa	nds tl	he contents,	warrants	the accu	racy o	of all	propert	y and
p	oersc	nal info	rmatio	n, and	that 1	no con	ditions e	xist	other th	an tho	ose cont	ained herei	n.								

Jersey Real Estate Relationships which can be found on my web site: www.iLoveSeaisle.com . Long & Foster Real Estate, Inc. intends at this time with you as a Transaction Agent.
10. Attorney General Memorandum: Owner acknowledges review of the Memorandum of the Attorney General of New Jersey regarding the Net Law against Discrimination and Federal Fair Housing Law which can be found on my web site: www.iLoveSeaisle.com .
The Lessor acknowledges that he/she has read all pages of this Listing Agreement, understands the contents, warrants the accuracy of all property a personal information, and that no conditions exist other than those contained herein.
OWNER(S) SIGNATURE:
Date:



LICENSED REAL ESTATE BROKERS

Long & Foster Guest Services

Long & Foster's Guest Services Department is integral to the support of our company's overall effort to provide quality professional real estate services to both our owners and their guests. Our <u>one of a kind service</u> in Sea Isle is designed to meet this service. We will offer cordial and timely assistance on behalf of our owners as an extension of their hospitality to their tenants.

Tenants depend on us to solve problems promptly and efficiently along with clear, friendly, and knowledgeable service. Our goal is to resolve all issues as quickly as possible with the least inconvenience to tenants and at the <u>most reasonable cost to our owners</u> while maintaining the highest level of accountability to all concerned.

By accomplishing these goals our <u>owners are saved money</u>, time and inconvenience while assuring our tenants enjoy their well-deserved vacation.

- * Full time staff of Guest Services personnel from approximately May 15th through Oct 15th
- * 7 days a week from 9am until 5pm (later if needed)
- * Fully trained Guest Service staff to handle tenant/owner issues over the phone and visit the home as required.
- * Our Guest Services are trained and equipped to handle most issues and contact owners and/or contractors for more detailed repairs.
 - * There is no charge at all for all issues resolved over the phone.
- * There is no charge at all for all issues where a visit to the home was required and a small issue was able to be resolved quickly.
 - * There is no charge if our personnel visit the home and find a contractor needs to be called for a repair.
- * We charge the owner a very nominal flat \$50 charge if our personnel visit the home requiring an item be repaired, replaced, trash or garbage be removed, or going to a store to buy any items for the property.
- * Our service is available to every vacation rental listing we have. If co-brokered and it is another Broker's tenant and our Guest Services is called to visit the property a \$50 charge will apply to the owner regardless of the reason. We will provide this service to our co-listed owners even when it is not our tenant.

2014 summary of Guest Services (in Avalon)

1105 calls to our Guest Services from tenants and owners

440 issues resolved on the phone

665 visits to the properties to resolve issues and repair items

114 visits were charged the \$50 flat fee

\$30,000 - \$34,000 estimated amount saved by owners for repairs

Form W-9

(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Internal	Revenue Service										
	1 Name (as shown on your income tax return). Name is required on this line	e; do not leave this line blank.			-						
ge 2.											
Print or type Specific Instructions on page	single-member LLC Limited liability company. Enter the tax classification (C=C corporation	oration Partnership , S=S corporation, P=partners		Exemptions (codes apply only to certain entitles, not individuals; see instructions on page 3): Exempt payee code (if any)							
Print or type Instructions	Note. For a single-member LLC that is disregarded, do not check LLC the tax classification of the single-member owner.	; check the appropriate box in	opriate box in the line above for Exemption from FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)								
Pecific	☐ Other (see instructions) ► 5 Address (number, street, and apt. or suite no.)	Proposes to accounts manifement outside the U.S.) -Requester's name and address (optional)									
See S	6 City, state, and ZIP code										
	7 List account number(s) here (optional)										
Par	Taxpayer Identification Number (TIN)										
	our TIN in the appropriate box. The TIN provided must match the rowithholding. For individuals, this is generally your social security r			curity numbe	r ·						
reside entities	o withholding. For individuals, this is generally your social security in it alien, sole proprietor, or disregarded entity, see the Part I instructs, it is your employer identification number (EIN). If you do not have page 3.	tions on pagé 3. For other									
	f the account is in more than one name, see the instructions for lin	e 1 and the chart on page	F = - 1	identificatio	n number	7					
	nes on whose number to enter.			-		آ					
Part	T Certification	-:				Т					
	penalties of perjury, I certify that:										
1. The	number shown on this form is my correct taxpayer identification n	umber (or I am waiting for	a number to be is	sued to me)	: and						
2. I an Ser	n not subject to backup withholding because: (a) I am exempt from vice (IRS) that I am subject to backup withholding as a result of a fa onger subject to backup withholding; and	backup withholding, or (b) I have not been i	notified by t	ne Internal Revenu						
	n a U.S. citizen or other U.S. person (defined below); and	FATOA									
	FATCA code(s) entered on this form (if any) indicating that I am exe	•	-	hh!4 4.	- l l 1-11	D					
becaus interes genera instruc	cation instructions. You must cross out item 2 above if you have to you have failed to report all interest and dividends on your tax re to paid, acquisition or abandonment of secured property, cancellatically, payments other than interest and dividends, you are not requirections on page 3.	sturn. For real estate trans on of debt, contributions to	actions, item 2 doe o an individual reti	es not apply rement arra	r. For mortgage ngement (IRA), and	d					
Sign Here	Signature of U.S. person ►	. Da	ıte ▶								
	eral Instructions references are to the Internal Revenue Code unless otherwise noted.	• Form 1098 (home mo (tuition)	rtgage interest), 1098	3-E (student lo	oan interest), 1098-T						
	developments. Information about developments affecting Form W-9 (such	• Form 1099-C (cancel	•								
as legis	ation enacted after we release it) is at www.irs.gov/fw9.	 Form 1099-A (acquising Use Form W-9 only if 	you are a U.S. perso								
-	ose of Form	provide your correct TII If you do not return F		ector with a Ti	IN you might be subj	ioot					
return w which n	idual or entity (Form W-9 requester) who is required to file an information ith the IRS must obtain your correct taxpayer identification number (TIN) ay be your social security number (SSN), individual taxpayer identification	to backup withholding. By signing the filled-o	See What is backup			la ct					
identific you, or	(ITIN), adoption taxpayer identification number (ATIN), or employer ation number (EIN), to report on an information return the amount paid to other amount reportable on an information return. Examples of information leading to the transport limited to the following:	to be issued),	Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), Certify that you are not subject to backup withholding, or								
	nclude, but are not limited to, the following: 1099-INT (interest earned or paid)	Claim exemption from the state of the s	-	•	•	e If					
	1099-DIV (dividends, including those from stocks or mutual funds)	applicable, you are also	certifying that as a t	J.S. person, y	our allocable share c						
	1099-MISC (various types of income, prizes, awards, or gross proceeds)	any partnership income withholding tax on forel				d					
	1099-B (stock or mutual fund sales and certain other transactions by	4. Certify that FATCA exempt from the FATCA	code(s) entered on t A reporting, is correc	his form (if an	y) indicating that you	u are					
	1099-S (proceeds from real estate transactions)	page 2 for further inform	nation.								