

RENTAL AUTHORIZATION FOR 2010

We would like to give your property all the exposure we can so please check the appropriate response:
Internet Advertising Allowed? yes no
Permission to rent 'site unseen'? yes no

Owner: _____

Rental Address: _____

Fir/Unit: _____ Type: Single Duplex Condo

Location: O/F O/S B/F B/S LAGOON

of Bedrooms: _____ # of Baths: Full _____ Half _____

Size of Beds/ Number: King() Queen() Full() Single() Bunk() Sofa() Size _____ Other _____

Security Deposit: \$ _____ Pet Deposit: \$ _____

Other Fee (s): \$ _____ Explanation: _____

Max. Occupancy: _____ Min. Rental Time: _____

AMENITIES: (Check if you have, fill in # if applicable and/or circle type:)

- | | | | | | |
|---|---|---|--|--|--|
| <input type="checkbox"/> washer | <input type="checkbox"/> dryer | <input type="checkbox"/> dishwasher | <input type="checkbox"/> microwave | <input type="checkbox"/> coffee maker | <input type="checkbox"/> picnic table/chairs |
| <input type="checkbox"/> patio umbrella | <input type="checkbox"/> hot tub | <input type="checkbox"/> lounge chairs | <input type="checkbox"/> grill gas/char/elec | <input type="checkbox"/> beach chairs | <input type="checkbox"/> window a/c # _____ |
| <input type="checkbox"/> No pets | <input type="checkbox"/> VCR # _____ | <input type="checkbox"/> DVD # _____ | <input type="checkbox"/> Stereo # _____ | <input type="checkbox"/> CD player # _____ | <input type="checkbox"/> cable |
| <input type="checkbox"/> iron/board | <input type="checkbox"/> TV's # _____ | <input type="checkbox"/> ceiling fans | <input type="checkbox"/> pillows | <input type="checkbox"/> blankets | <input type="checkbox"/> vacuum |
| <input type="checkbox"/> o/shower hot _____ | <input type="checkbox"/> Jacuzzi | <input type="checkbox"/> deck | <input type="checkbox"/> deck furniture | <input type="checkbox"/> dock | <input type="checkbox"/> garage |
| <input type="checkbox"/> pool | <input type="checkbox"/> toaster/oven | <input type="checkbox"/> heat | <input type="checkbox"/> boat slip | <input type="checkbox"/> elevator | <input type="checkbox"/> central air |
| <input type="checkbox"/> No smoking | <input type="checkbox"/> Hi Sp Internet | <input type="checkbox"/> beach umbrella | | | |

Additional Amenities:

Phone Information	Yes	No
Phone # _____	_____	_____
Phone Block-long distance	_____	_____
Answering Machine	_____	_____

Emergency Contacts (Name & Phone #) Please fill in completely

Cleaning Service: _____

Electrician: _____

Repair Person: _____

Plumber: _____

Beach Access (how to access): _____

RENTAL PERIOD & RATES (Including Utilities)

May 1 - May 8	\$ _____	July 3 - July 10	\$ _____	Sept 4 - Sept 11	\$ _____
May 8 - May 15	\$ _____	July 10 - July 17	\$ _____	Sept 11 - Sept 18	\$ _____
May 15 - May 22	\$ _____	July 17 - July 24	\$ _____	Sept 18 - Sept 25	\$ _____
May 22 - May 29	\$ _____	July 24 - July 31	\$ _____	Sept 25 - Oct 2	\$ _____
May 29 - June 5	\$ _____	July 31 - Aug 7	\$ _____	Oct 2 - Oct 9	\$ _____
June 5 - June 12	\$ _____	Aug 7 - Aug 14	\$ _____	Oct 9 - Oct 16	\$ _____
June 12 - June 19	\$ _____	Aug 14 - Aug 21	\$ _____	Season Rate: \$ _____ Dates: _____ to _____	
June 19 - June 26	\$ _____	Aug 21 - Aug 28	\$ _____		
June 26 - July 3	\$ _____	Aug 28 - Sept 4	\$ _____		

Other Comments:

All rental companies will be given the same rates and owner agrees to notify all agencies if others agencies are added over the course of time.

OTHER AGENCIES: _____

This will authorize **COLDWELL BANKER SAND DOLLAR REAL ESTATE (CBSDRE)** to sign leases on behalf of the owner and act as broker only. I shall pay **CBSDRE** 12% commission of the gross rental which will be deducted from the rental deposit (s). If within 18 months from the last day of tenancy, a tenant placed in this property by CBSDRE rents or buys the premises directly from the owner, the owner agrees to pay CBSDRE 12% commission on the rental and 5% commission on the sale. The owner assures that this property will be fully equipped and comfortably furnished as described here and to accommodate the above number of people. Owner further assures that all equipment & appliances will be in good working condition.

I HAVE RECEIVED AND READ THE ATTACHED CBSDRE'S PROPERTY OWNER GUIDELINES AND AGREE TO ABIDE BY THEM.

Name, Address & Social Security Number of Person 1099 Form & Checks Will Be Sent To:

Name to appear on check:(please print) _____ Social Security #: _____

Home Address: _____

Home Phone: _____ Business Phone: _____ Cell (Name): _____

Cell (Name): _____ Email: _____ **Owner's Signature:** _____

COLDWELL BANKER SAND DOLLAR REAL ESTATE

217 N. Long Beach Boulevard, Surf City, NJ 08008

609 - 494 -1130

COLDWELL BANKER SAND DOLLAR REAL ESTATE

Thank you for choosing **Coldwell Banker Sand Dollar Real Estate** as the rental agent for your property. The following are **Guidelines** we've developed from the most frequently asked questions and/or areas that we realized needed more explanation. If you should have any questions that are not answered under the **Guidelines**, please don't hesitate to ask us. We welcome your questions as well as your comments or suggestions.

The following Guidelines and Procedures become part of the agreement when you sign our Rental Authorization. Please be sure you read the following information thoroughly.

- **DEPOSITS & PAYMENTS:** We collect 50% of the rent when the rental lease is executed, and the balance on or prior to check-in. One half of the commission is deducted from the initial deposit and the final one-half commission is deducted from the final payment. Coldwell Banker Sand Dollar Real Estate believes that our rental commission is earned only when each facet of the transaction is completed. As a means of protecting our owners' interests, **Coldwell Banker Sand Dollar does not take verbal rental reservations on a property.** Over the years, we have found that reservations without a lease and money too often do not come to fruition -- and in the meantime, the property is unavailable for rent during the reserved period.
- **NOTIFICATION TO OWNER OF RENTALS MADE:** Owners are mailed a copy of the lease (on first payment) with a check covering the gross amount of the deposit less commission within 10 business days of deposit of tenant's check (time must be allowed for tenant checks to clear the bank and for processing). The final payment will be processed to the owner the Thursday following check in date.
- **OWNER RENTALS:** If you decide to rent the property yourself, **please communicate verbally and in writing with us PRIOR to making any owner rentals.** You may not be aware of a rental we may have that is currently being processed. The Owner agrees our rental will take precedence over theirs.
- **CANCELLATIONS:** If a tenant cancels after leaving a deposit and signing a lease, we make every effort to re-rent the property. If we are successful, we refund their deposit, less our commission for having to rent the property over again. *If we are unable to re-rent the property, we advise the tenant the balance of the contract is still due and payable as originally expected.*
- **CLEANING OF THE UNIT:** Although our leases provide that the tenant agrees to leave the premises in a clean and neat condition, a cleaning/inspection service or owner inspection will assure that the property is in good condition for the next tenant, as well as noting any damages or necessary repairs. In the event a unit has not been cleaned or is in need of repair, we will make every attempt to call the owner and advise. It is the owner's responsibility to ensure a clean unit for the next tenant, so if we don't reach the owner, we will contact a service to do the necessary maintenance. Charges will be deducted from that week's rental payment to the owner. *(Remember, this may be a premium service and may cost more than usual.)*
- **SECURITY DEPOSITS:** All security deposits will be issued to Coldwell Banker Sand Dollar Real Estate and held in escrow until the lease has ended. Security checks are processed to the tenant the Monday following Saturday Check-Out. If we do not hear of any problems from the owner by Monday morning, the check is automatically released.
- **PROBLEM SECURITIES:** Securities are not automatically turned over to the owner. If, after we have notified the tenant, the tenant takes issue with the complaint., we must remain as escrow agent and retain the funds until the issue is resolved between the two parties and we receive notification of the agreement in writing by both parties. Or if the issue is taken to court, at that time we turn the security deposit over to the courts for disbursement according to the settlement
- **DAMAGE TO UNIT:** Should you or your cleaning/inspection service discover damage to your property at changeover, please notify Coldwell Banker Sand Dollar Real Estate immediately. An agent will visit the property to evaluate the situation before speaking to the tenant. The owner must submit a list of any damages and actual receipts for correcting the damage before any security monies are potentially released. **We need a written letter within 30 days of the problem, or by law, we must refund the security deposit to the tenant.**
- **TELEPHONE:** All properties must offer phone service for two reasons: One is the safety factor of having 911 service available in case of an emergency at the property and second, cell phones do not always work when out of their service area. A Long Distance Blocking service will need to be placed on the phone if the free long distance package is not offered. You may contact us or visit our web site at **LBReales-tateNews.com** (go to 'HomeOwner's Info' page) for additional information on these services.

- **TRASH AND RECYCLING:** Owners need to provide an adequate number of garbage and recycling cans. (One trash can for each two bedrooms). All containers must have tight fitting lids. Garbage and recycling information should be posted at your property.
- **POSTING INFORMATION:** We urge you to post information on appliances, electronics or anything unique about your property. This can prevent accidents, confusion or damage to your equipment/unit. An excellent way to communicate with your tenant is to create a Welcome Book. This book would contain the above information in user friendly format. It would be nice to also include information on places to visit, eat or play with flyers, menus, etc. that you enjoy.
- **KEYS:** Please provide two full sets of keys to your rental property. We are happy to supply a key to maintenance people but will only do so if the **owner calls us first** or the maintenance people supply an invoice.
- **BEACH BADGES:** Our lease informs the tenant to purchase their own beach badges. It is nice if an owner leaves beach badges, but many badges are accidentally lost during the season and Coldwell Banker Sand Dollar Real Estate does not guarantee beach badges to the tenant. We do ask tenants to replace any badges that are lost.
- **MINOR REPAIRS:** Each year we find that we are being called upon more and more to make minor repairs or purchases for the property. Although we are happy to help coordinate with an owner and their local repair people, sales and rental personnel are not trained in property maintenance, and in trying to help may only worsen the problem. Therefore, please be sure to inspect all plumbing and electrical systems, appliances, and kitchen items, etc. at your property in the Spring and periodically during the season to be sure they are in good working order.
- **EQUIPPING & MAINTAINING THE PROPERTY:** The difference between a successful rental season and one full of hassles revolves around how your property is equipped and maintained. **REMEMBER:** We offer a **FREE "Rental Review"** to help you in this area. It is full of helpful hints to make your rental season as lucrative and hassle-free as possible. **Ask for yours today!**
- **OWNER INSURANCE:** Owner will carry Public Liability Insurance to protect the interests of the parties hereto.
- **SMOKE DETECTORS, CARBON MONOXIDE DETECTOR AND FIRE EXTINGUISHERS:** Please make sure your property has the appropriate amount of each and they are in working order. Change all batteries prior to the rental season, including all remotes.
- **TOOL KIT:** It is recommended to leave your tenant a small tool kit, most are handy enough to tighten a loose screw or replace a light bulb if available to them. This may save you a much more expensive service call.
- **KITCHEN:** Most tenants are seeking well equipped kitchens as they would rather spend this part of their vacation dollars on high end food products (steaks and fish) and bring them home to cook and enjoy in a quieter family atmosphere. For a list of the items we recommend for the kitchen you can contact us or visit our web site at LBirealestateNews.com (go to 'HomeOwner's Info' page).

HELPFUL HINT: Put yourself in the role of the tenant. (You and your family have saved all year for this vacation and expectations are high.) Maintain and equip the property the way you would not only like it to be but also expect it to be.

Please retain this copy for your records and future reference.

COLDWELL BANKER SAND DOLLAR REAL ESTATE

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