

2020 RENTAL AUTHORIZATION

Comments: _____

Owner: _____
 Rental Address: _____

Fir/Unit #: _____ Type: Single Multi Condo
 Location: O/F O/S B/F B/S LAGOON
 # of Bedrooms: _____ # of Baths: Full _____ Half _____
 Size of Beds/#: King _____ Queen _____ Full _____ Single _____ Bunk _____ (single _____ pyramid _____) Sofa Bed Size _____ Other: _____

- AMENITIES:** (Check, fill in # and/or circle type:) beach badges # _____ keurig toaster oven
- | | | | | | |
|---|---|--|--|---|--|
| <input type="checkbox"/> washer | <input type="checkbox"/> dryer | <input type="checkbox"/> dishwasher | <input type="checkbox"/> microwave | <input type="checkbox"/> coffee maker | <input type="checkbox"/> toaster |
| <input type="checkbox"/> patio umbrella | <input type="checkbox"/> beach umbrella | <input type="checkbox"/> lounge chairs | <input type="checkbox"/> grill gas/char/elec | <input type="checkbox"/> beach chairs # _____ | <input type="checkbox"/> picnic table/chairs |
| <input type="checkbox"/> TV # _____ | <input type="checkbox"/> DVD # _____ | <input type="checkbox"/> IPOD dock | <input type="checkbox"/> stereo # _____ | <input type="checkbox"/> CD player # _____ | <input type="checkbox"/> cable |
| <input type="checkbox"/> blender | <input type="checkbox"/> iron/board | <input type="checkbox"/> ceiling fans | <input type="checkbox"/> pillows | <input type="checkbox"/> bikes # _____ | <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 length _____ | <input type="checkbox"/> window a/c # _____ |
| <input type="checkbox"/> pool (heated) _____ | <input type="checkbox"/> hot tub | <input type="checkbox"/> garage | <input type="checkbox"/> boat slip | <input type="checkbox"/> elevator | <input type="checkbox"/> central air |

Additional Amenities:

Local phone # _____
 Internet: WIFI Ethernet (wired)
 User Name: _____
 Password: _____

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

Cleaning Service: _____
 Electrician: _____
 Repair Person: _____
 Plumber: _____

Beach Access (HOW TO ACCESS): _____

RENTAL PERIOD & RATES (Including Utilities)

| | | | | | |
|---------------------|----------|-------------------|----------|------------------------------|----------|
| April 18 - April 25 | \$ _____ | June 20 - June 27 | \$ _____ | Aug 22 - Aug 29 | \$ _____ |
| April 25 - May 2 | \$ _____ | June 27 - July 4 | \$ _____ | Aug 29 - Sept 5 | \$ _____ |
| May 2 - May 9 | \$ _____ | July 4 - July 11 | \$ _____ | Sept 5 - Sept 12 | \$ _____ |
| May 9 - May 16 | \$ _____ | July 11 - July 18 | \$ _____ | Sept 12 - Sept 19 | \$ _____ |
| May 16 - May 23 | \$ _____ | July 18 - July 25 | \$ _____ | Sept 19 - Sept 26 | \$ _____ |
| May 23 - May 30 | \$ _____ | July 25 - Aug 1 | \$ _____ | Sept 26 - Oct 3 | \$ _____ |
| May 30 - June 6 | \$ _____ | Aug 1 - Aug 8 | \$ _____ | Season Rate: \$ _____ | |
| June 6 - June 13 | \$ _____ | Aug 8 - Aug 15 | \$ _____ | Dates: _____ to _____ | |
| June 13 - June 20 | \$ _____ | Aug 15 - Aug 22 | \$ _____ | | |

Office Use:

Listing # _____
 Key # _____
 Date Rec'd: _____
 Date Ck'd: _____
 Agent: _____
 Date Chris: _____

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 **SAND DOLLAR REAL ESTATE (SDRE)** to sign leases on behalf of the owner and act as broker only. **SDRE** shall be paid a 5% commission of the gross rental (with a minimum of \$250 and maximum of \$500) which will be deducted from the rental deposit (s). 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 SDRE'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): _____
 Email: _____ **Owner's Signature:** _____

SAND DOLLAR REAL ESTATE

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Thank you for choosing **Sand Dollar Real Estate** as the leasing agent for your property. The following **Guidelines** were 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.

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 and keep a copy for your records.

DEPOSITS & PAYMENTS: We collect 50% of the rent when the rental lease is executed. Today, most of our leases are not executed by the tenant in our office, but rather after the tenant leaves the Island or as a repeat or a 'site unseen'. In these cases, we give a grace period of 7 days to return the lease with the monies due via USPS. As the season progresses; we tighten up the grace period. The balance is due on check-in. We do offer 'Express Check In' with personal checks accepted up to 3 weeks prior to allow time to clear the bank. Bank checks or cash is accepted on the day of check in. Sand Dollar Real Estate 5% commission will be taken from the first tenant payment. If weekly lease if under \$5000 the fee is \$250. If the weekly lease is between \$5000 to \$10,000 per week the fee is 5%. If the weekly lease if over \$10,000 the fee is \$500.

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. It is the owner's responsibility to ensure a clean unit for all the tenants,

TRASH AND RECYCLING: Owners need to provide an adequate number of garbage and recycling cans. (One trash can for each two bedrooms and at least two recycling cans). All containers must have tight fitting lids. **Garbage and recycling information should be prominently posted at your property.** Please be aware that many of our municipalities issue fines to owners for improper disposal of trash/recycles. Therefore it is recommended to have an extra trash and recycling can in the garage just in case of an overload.

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 3 full sets of keys to your rental property. (Please test these keys)

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. **It is understood that Sand Dollar Real Estate is not acting in the capacity of a property manager; our role is limited to a leasing agent only.** 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. The owner is expected to do their due diligence in this area prior to their first tenants arrival.

OWNER INSURANCE: Owner will carry Public Liability Insurance to protect the interests of the parties hereto. The owner will defend and indemnify Sand Dollar Real Estate if a lawsuit is brought by any tenant or visitor of that tenant for injuries that arise at the property.

SMOKE DETECTORS, CARBON MONOXIDE DETECTOR AND FIRE EXTINGUISHERS: Owner's agree to have the appropriate safety equipment installed as required by state and local laws and codes. 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. Recharge or purchase new fire extinguishers.