

# 2021 RENTAL AUTHORIZATION

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 \_\_\_\_\_

**AMENITIES:** (Check, fill in # and/or circle type:)

- washer  dryer  dishwasher
- patio umbrella  beach umbrella  lounge chairs
- TV # \_\_\_\_\_  # smart TV \_\_\_\_\_  IPOD dock
- blender  iron/board  ceiling fans
- o/shower (hot) \_\_\_\_\_  Jacuzzi  deck
- pool (heated) \_\_\_\_\_  hot tub  garage

**Additional Amenities:**

Local phone # _____
Internet: <input type="checkbox"/> WIFI <input type="checkbox"/> Ethernet (wired)
User Name: _____
Password: _____

Comments: \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Entry Key Code: \_\_\_\_\_

Max. Occupancy: \_\_\_\_\_ Min. Rental Time Period: \_\_\_\_\_

Change Over Day:  Friday  Saturday  Sunday

Bunk \_\_\_\_\_ (single \_\_\_\_\_ pyramid \_\_\_\_\_) Sofa Bed Size \_\_\_\_\_ Other: \_\_\_\_\_

- beach badges # \_\_\_\_\_  toaster oven
- microwave  coffee maker  toaster
- grill gas/char/elec  Keurig  picnic table/chairs
- bluetooth  cable  beach chairs # \_\_\_\_\_
- pillows  bikes # \_\_\_\_\_  vacuum
- deck furniture  elevator  window a/c # \_\_\_\_\_
- boat slip  dock length \_\_\_\_\_  central air

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

Cleaning Service: \_\_\_\_\_

Electrician: \_\_\_\_\_ Plumber: \_\_\_\_\_

Repair Person: \_\_\_\_\_

Pool Company: \_\_\_\_\_

**Beach Access (HOW TO ACCESS):** \_\_\_\_\_

**RENTAL PERIOD & RATES (Including Utilities)**

April 17 - April 24	\$ _____	June 19 - June 26	\$ _____	Aug 21 - Aug 28	\$ _____
April 24 - May 1	\$ _____	June 26 - July 3	\$ _____	Aug 28 - Sept 4	\$ _____
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	\$ _____	<b>Season Rate:</b> \$ _____ Dates: _____ to _____	
June 5 - June 12	\$ _____	Aug 7 - Aug 14	\$ _____		
June 12 - June 19	\$ _____	Aug 14 - Aug 21	\$ _____		

**Office Use:**

Listing # \_\_\_\_\_

Key # \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Date Ck'd: \_\_\_\_\_

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

Date Chris: \_\_\_\_\_

**Exclusive Rental**

This will authorize **SAND DOLLAR REAL ESTATE (SDRE)** and only SDRE to sign leases on behalf of the owner and act as broker only. **SDRE** shall be paid a 10% 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 SDRE rents or buys the premises directly from the owner, the owner agrees to pay SDRE 10% 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 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**

217 N. Long Beach Boulevard, Surf City, NJ 08008 (o) 609-494-1130 (f) 609-494-5151 Email: SandDollaronLBI@att.net



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. Final payment is due 30 days prior to check-in date. One-half of the commission is deducted from the initial deposit and the final one-half commission is deducted from the final payment. Sand Dollar Real Estate believes our rental commission is earned only when each facet of the transaction is completed.

**NOTIFICATION TO OWNER OF RENTALS MADE:** Owners are mailed a copy of the lease (on first payment) with a check covering the first half payment of the deposit less commission within 10 business days of the 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 10 business days of the deposit of the tenant's check.

**OWNER RENTALS:** If you decide to rent the property either for personal use or an owner tenant, **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. Sand Dollar will not call owner's with our bookings. Owner's may check our rental web site 24/7 to view all current bookings. [Click here for access](#) then fill in your Listing # at bottom of page and click the search button.

**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.* Sand Dollar is not responsible for final payment.

**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 all the tenants. If we cannot reach the owner, we will contact a service to do the necessary cleaning/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 Sand Dollar Real Estate and held in escrow until the lease has ended. Security checks are processed to the tenant the Monday following their Saturday Check-Out. If we do not hear of any problems from the owner by Monday morning, the check is automatically released.

**DAMAGE TO UNIT:** Should you or your cleaning/inspection service discover damage to your property at changeover, **notify Sand Dollar Real Estate immediately and also take pictures (cell phone is fine).** An agent will visit the property to evaluate the situation and take pictures 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.** [Click here for details on NJ Landlord laws.](#)

**PROBLEM SECURITIES:** Securities cannot be automatically turned over to the owner as per NJ Landlord laws. 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. 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.

**TELEPHONE:** It is recommended that you offer land line 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 nor can be traced easily.

**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) 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. If you have a key pad entry system, please be sure to keep us updated on any code changes.

**BEACH BADGES:** Our lease informs the tenant that beach badges are not guaranteed. Most owners leaves beach badges, however badges are accidentally lost during the season. 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. 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.

**TOOL KIT:** It is recommended to leave your tenant a small tool kit and other items such as: light bulbs, batteries, etc. Most tenants 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 [LBrealestateNews.com](http://LBrealestateNews.com). ( Visit our '[HomeOwner's Info](#)' page).

**BBQ GRILLS:** Units should be equipped with an outside grill unless prohibited by your association. If your BBQ is fueled by propane leave at least two full tanks at the start of the season, larger homes should leave 3 tanks. The tenant should not have to fill the tanks and it is especially frustrating if they run out of gas in the middle of grilling later in the evening. We do reimburse tenants from owner's payment, if they need to obtain a refill. Mid-way through your season you should have someone clean the grill and change out the drip pan to avoid a flare up.

**ADVERTISING:** The owners authorizes Sand Dollar Real Estate to advertise their home on various internet sites that Sand Dollar deems appropriate. This material is solely owned by Sand Dollar - no pictures or descriptions may be used by or reproduced by any other party.

**INVENTORY** - Owner shall notify us in writing prior to the addition or deletion of any amenity listed on the Rental Authorization.

**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.

**REMEMBER:** We offer a **FREE "Rental Review"** to help you in all the areas mentioned above. It is full of helpful hints to make your rental season as lucrative and hassle-free as possible. **Ask for yours today!**

## SAND DOLLAR REAL ESTATE

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