



Thank you for giving us the opportunity to continually serve your real estate needs. Our agency is ready to service your rental needs and secure quality tenants for your property. We are committed to getting the work done and minimizing your involvement as much as we can.

Our organization is continuing to help secure rental bookings and make the process as easy as possible for the consumer. With that,

- we allow credit card bookings which is at no expense to the Owner
- offer personal log ins for both the Tenant and the Landlord to keep track of their payments and reservation,
- red flag tenants whom the Landlord does not wish to continue renting to
- Our rental system Real Time Rental allows immediate updates with reservations, cancellations, price changes, etc. especially with any co-ops who also use the software. The moment a change is entered all other agencies using the program will be updated simultaneously.

Several points that we would like to stress:

- Upon your review of the enclosed listing agreement, please fill in the necessary information and indicate any amenities that you will be providing in your property.
- Please supply the rates you would like to charge. Feel free to contact your agent for help with this if you need. Also note any weeks that may already have been reserved, or if you plan on using a certain date.
- When you receive a lease agreement that is acceptable, please sign and return the lease as quickly as possible so that we can disburse any monies received. We also can use E-Sign Upon Request.
- If you would like to block out any weeks during the season it is important to call first to see if that time period has been booked and if not so we can block it out in our system for you.
- Internet Access is requested by almost every guest. Providing access will increase your bookings as it is necessity for most vacationers.
- There is a new privacy/video camera paragraph in your listing agreement. If using cameras for security, please make sure areas of cameras are well noted for your guests to see. RE/MAX at the Shore suggests disabling these cameras during summer season as they make vacationers feel uncomfortable.

We are looking forward to the forthcoming rental season and many more to come.

Upon your review and approval of the enclosed rental listing packet, please sign and return one copy of the listing agreement and W-9.

Thank you for your confidence in RE/MAX AtTheShore.

Sincerely,





3301 Bay Ave.
Ocean City, NJ 08226
Office: (800) 237-3877
Fax: (609) 398-7108
www.attheshorenj.com

SUMMER RENTAL LISTING AGREEMENT

Approved Plain Language Agreement adopted by and for the exclusive use of RE/MAX AtTheShore. Approval of a consumer contract by the attorney general only means that simple, understandable and easily readable language is used. It is not an approval of the contract's terms or legality. Underlined items and amenities are not part of the Approved Plain Language Agreement.

OWNER INFORMATION

- 1. Owner:
2. Social Security/Federal I.D.#:
3. Mailing Address:
4. Email Address:
5. Phone: (H) FAX: CELL:
6. Local Phone:
7. Make Rental Checks Payable to:

PROPERTY INFORMATION

- 1. Address: Unit/Floor:
Unit Telephone Number:
2. Number of Bedrooms: Number of Baths: Occupancy Limit:
3. Minimum Rental Period:
4. Term of Listing:
5. Other Realtors if any:

IN CASE OF EMERGENCY: (Contact the following)

- 1. Weekend Emergency #:
2. Appliance Repair:
3. Plumber:
4. Electrician:
5. Cleaning:
6. Handyman:
7. A/C Repair:
8. Other:

AMENITIES (Indicate Number of Each if Applicable)

The amenities shall remain as set forth below unless otherwise advised in writing by Owner.

- Loft, Allow Pets, No Pets Accepted, Rent To Family, Rent To Groups, Rent to Either, King Beds, Queen Beds, Double Beds, Single Beds, Sofa Beds (Double), Sofa Beds (Queen), Sofa Beds (Single), Bunks, Trundles, Rollaways, Cribs, Futons, Day Beds, Pyramid Beds, Portable Cribs, Cots, Full Size Refrigerator, Mini Refrigerator, Stove, Oven, Microwave, Disposal, Coffee Maker, Toaster, Toaster Oven, Blender, Dining Capacity (Inside), Central A/C, AC Split System, # of AC Units, Window A/C, Wall AC, # of Ceiling Fans, Standard Fans, Phone Activated, Long Distance Block, Washer, Dryer, W/D (Shared), W/D Coin Operated, Iron, Ironing Board, Garage, Parking, # of Parking Spaces, # of TVs, Cable TV, # of DVDs, High Speed Internet, Wifi, Private Pool, Community Pool, Outside Shower, Private Sauna, Wood Fireplace, Gas Log Fireplace, # of Fireplaces, BBQ Charcoal, BBQ Gas, BBQ Electric, Vacuum, Elevator, Linens Provided, Beach Equipment, Rooftop Deck, Enclosed Outside Sho, Storage Area, Pets Considered, Air Mattress, Bunk - Double, Evaporative Cooler, Crock Pot, Keurig, Convection Oven, TV Streaming Device, Outside Shower Share, High Chair, Dehumidifier, Cable TV (Expanded), Vacuum-Central, Dining Capacity (Outsi, Owner Pets on Premis, # of Owner Dog(s), # of Owner Cat(s), Central AC (One Level), Blu-Ray Player, # of Blu-Ray Player, Essentials, Cleaning Hours, Umbrella, Beach Umbrella, Lounges, Pillows, Tenant Brings Linens, Furnished, Unfurnished, # of Beach Badges, # of Bicycles, Boat Dock/Slips, # of Boat Dock/Slips, Sun/Open Deck, Deck Furniture, # of Sun/Open Deck(s), Fenced Yard, Private Yard, Open/Covered Porch, Patio, Handicap Access, Elevator to Ground, 1st Floor Bedroom, Waterfront, Virtual Tour

1. Rental listing Agreement. Owner represents that the He/She is the Owner of the Property or 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 the above Rental Agent, the Owner does hereby authorize and give the Rental Agent a listing to lease this Property at the prices listed or for any other price for which the Owner may agree. The term of this Rental Listing Authorization is for the period set forth above. 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 designated the other rental agents above.

2. Rental Payment Collection and Disbursement. Rental Agent shall collect on behalf of Owner all rental payments and security deposits required. All such funds shall be placed in the Rental Agent's 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 time after such funds have cleared the account of the Rental Agent.

3. Commission. Owner agrees to pay Rental Agent a commission of 12%. All payments are to be collected by Rental Agent and the commission shall be deducted from each installment of rent received by the Rental Agent. In the event the Rental Agent has made a payment to the Owner, which the Tenant withdraws, submits a check that is returned as "Insufficient Funds", or otherwise cancels such that the Rental Agent never receives the funds, the Owner agrees to reimburse the Rental Agent for any such funds. Rental agent may deduct such reimbursement from any funds of owner held or received by rental agent. Owner understands and agrees that the commission fee is solely for the purpose of securing tenants and does not include Property management services. The Rental Agent is not a Property manager. Owner is solely responsible for all Property inspections. 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. Non-refundable Tenant Processing Fee. The undersigned Owner understands and agrees that the broker under this contract (Rental Agent) may charge a non-refundable tenant-processing fee to the tenant under each lease. This fee represents the efforts of Rental Agent in processing the rental application of the tenant. The undersigned Owner understands that the broker (Rental Agent) represents only the Owner in this rental transaction and the commission to the Rental Agent in this 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.

5. Accidental Rental Damage Insurance. The Accidental Damage waiver is a \$50.00 non-refundable fee paid by the tenant to RE/MAX AtTheShore to provide coverage to the rental property or its contents unintentionally caused by a registered guest from accidental or pet damage to the rental property during their stay up to \$3,000.00. Damage must be disclosed/reported upon check out by the tenant or within 7 days of check out date by the owner and/or owner's representation in writing to RE/MAX AtTheShore. Claims: Owner must submit to RE/MAX AtTheShore a claim, include all information regarding the claim with the description of the damage and the action to be taken for repair; please be specific and provide as much detail as possible. If the damage is anticipated to be over \$1000, include pictures with the claim form submission. Within 45 days of the initial filing, submit all receipts or invoices to RE/MAX AtTheShore for submission to Travel Guard for review and processing. Generic word document receipts are not acceptable; must be on vendor letterhead or business invoice. Please see attached Description of Coverage and Guidelines.

6. Owner Indemnification. Owner hereby indemnifies Rental Agent for any and all claims, losses and expenses, including reasonable attorney's fees, incurred in connection with the rental of the Property, including the holding or release of any security deposit or the placement of real estate signs on the Property. Owner hereby authorizes the rental agent to release the security deposit to the tenant as set forth in this listing agreement. Owner understands and agrees that the Rental Agent is acting as Rental Agent only and is not a manager of the Property.

7. Sign Authorization. Owner hereby grants Rental Agent the authority to erect a rental sign on the Property. The Owner acknowledges that the Owner is aware of the municipal ordinances governing real estate signs in the town where the rental property is located. The Owner further acknowledges that no other broker has been given the authority to place a real estate sign on the Property, which would result in violation of the ordinances governing real estate signs. The Owner is solely responsible for any and all violations of municipal ordinances in regard to the placing of real estate signs on the Property.

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 receipt of the Consumer Information Statement on New Jersey Real Estate Relationships. All RE/MAX AtTheShore agents as authorized representative of RE/MAX AtTheShore intend at this time to work with you as Owner/Landlords agent only.

10. Privacy/Security Cameras. If there are any security cameras on the Property, including but not limited to what often are called "nanny cams" or other video or audio taping equipment, the Landlord represents that the security cameras will be disabled and not functioning during the Term of this Lease unless only the Tenant has the use of the security system and neither the Landlord nor any other party has access to or the use of it. The Landlord acknowledges that any use or access to the security system by the Landlord or any other party during the tenancy may constitute an invasion of privacy of the Tenant and subject to civil damages and criminal charges.

11. Attorney General Memorandum. Owner agrees to comply with the Memorandum of the Attorney General of New Jersey regarding the New Jersey Law against Discrimination and Federal Fair Housing Law.

The undersigned acknowledges that they have read all pages of this Listing Agreement and warrant the accuracy of all statements and information contained herein. The undersigned certifies that this agreement is the entire and only agreement between the parties and cancels any previous agreements. This agreement can only be changed by a contract in writing signed by all parties.

_____, Owner

_____, Owner

_____, Rental Agent

Property ID:

Key Number:

Listing Agent:

Rental Rate Year - 2019: Full Season: _____ 1st Half Season: _____ 2nd Half Season: _____

Yearly: _____ Winter: _____ Per Night Rate: _____

Monthly January: _____ February: _____ March: _____ April: _____ May: _____ June: _____ July: _____

August: _____ September: _____ October: _____ November: _____ December: _____

Weekly:

Jan 5	_____	Mar 2	_____	Apr 27	_____	Jun 22	_____
Jan 12	_____	Mar 9	_____	May 4	_____	Jun 29	_____
Jan 19	_____	Mar 16	_____	May 11	_____	Jul 6	_____
Jan 26	_____	Mar 23	_____	May 18	_____	Jul 13	_____
Feb 2	_____	Mar 30	_____	May 25	_____	Jul 20	_____
Feb 9	_____	Apr 6	_____	Jun 1	_____	Jul 27	_____
Feb 16	_____	Apr 13	_____	Jun 8	_____	Aug 3	_____
Feb 23	_____	Apr 20	_____	Jun 15	_____		
Aug 10	_____	Sep 28	_____	Nov 16	_____		
Aug 17	_____	Oct 5	_____	Nov 23	_____		
Aug 24	_____	Oct 12	_____	Nov 30	_____		
Aug 31	_____	Oct 19	_____	Dec 7	_____		
Sep 7	_____	Oct 26	_____	Dec 14	_____		
Sep 14	_____	Nov 2	_____	Dec 21	_____		
Sep 21	_____	Nov 9	_____	Dec 28	_____		

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION ON CIVIL RIGHTS
P.O. BOX 089
140 EAST FRONT STREET, 6TH FLOOR
TRENTON, NJ 08625-0089

GURBIR S. GREWAL
Attorney General

CRAIG SASHIHARA
Director

TO: Property Owners

FROM: Gurbir S. Grewal, Attorney General, State of New Jersey
Craig Sashihara, Director, NJ Division on Civil Rights

DATE: August 2018

SUBJECT: Housing Discrimination Laws

The New Jersey Real Estate Commission requires every licensed broker or salesperson with whom you list your property to give you a copy of this notice. The purpose is to help you comply with the New Jersey Law Against Discrimination (the "LAD") and federal laws prohibiting discrimination in the sale or rental of real property.

In New Jersey, it is illegal to discriminate against a prospective or current buyer or tenant because of race, creed, color, national origin, sex, gender identity or expression, marital status, civil union status, affectional or sexual orientation, familial status, pregnancy or breastfeeding, actual or perceived physical or mental disability, ancestry, nationality, domestic partner status, source of lawful income used for mortgage or rental payments, or liability for service in the Armed Forces of the United States. It is also illegal to place any advertisement or make any statements or utterances that express, directly or indirectly, any limitations to offer housing or real estate based on any of those characteristics.

State and federal fair housing laws apply to a wide range of activities such as advertising, selling, renting, leasing, subleasing, assigning, and showing property (including open land). Here are some issues that come up frequently in enforcing the LAD:

- Discrimination based on "source of lawful income used for mortgage or rental payments," means, for example, that a landlord cannot reject a prospective tenant because he or she intends to rely on a Section 8 rental voucher, FEMA voucher issued to Superstorm Sandy victims, or other types of rent subsidies.
- A "No Pets" rule cannot be enforced to prevent a person with a disability from using a service or guide dog. A landlord may not charge a tenant with a disability an extra fee for keeping a service or guide dog.
- Discrimination based on "familial status" prohibits discrimination against families with a child or children under 18 years old, and includes pregnant women.
- Landlords must permit a tenant with a disability—at that tenant's own expense—to make reasonable modifications to the premises if such modifications are needed to give the tenant full enjoyment of the premises.

Penalties. If you commit a discriminatory housing practice that violates the LAD, you may be subject to penalties not exceeding \$10,000 for a first violation, not exceeding \$25,000 for a second violation within five years of the first offense, and not exceeding \$50,000 for two or more violations within seven years.

Other remedies. Victims of discrimination may recover economic damages related to the discrimination (such as having to pay higher rent for another unit) as well as damages for emotional distress, pain and humiliation.. In more egregious cases, a victim may also recover punitive damages.

Brokers. The broker or salesperson with whom you list your property must transmit to you every written offer he/she receives on your property. Brokers and salespersons are licensed by the New Jersey Real Estate Commission and their activities are subject to the general real estate laws of the State and the Commission's own rules and regulations. The broker or salesperson must refuse your listing if you indicate an intent to discriminate based on any of the protected classes.

Exemptions. The sale or rental of property (including open land) whether for business or residential purposes, is covered by the LAD. In most cases, the following sales or rentals are exempt from the LAD¹:

- Renting one apartment in a two-family dwelling if the owner lives in the other apartment.
- Renting a room or rooms in a one-family dwelling if the owner lives in the same dwelling.
- A religious organization can give preference to persons of the same religion when selling or renting real property.
- In certain types of housing designated for older persons, it is not unlawful to discriminate based on familial status.

For more information about the LAD and Fair Housing Amendments Act of 1988, or if you have other questions about discrimination in the sale or rental of real property, including how to report a complaint, please review our website www.NJCivilRights.gov or call our Housing Hotline at (866) 405-3050. Please contact us if you would like the Division on Civil Rights to provide training on the subject of housing discrimination. Thank you.

Gurbir S. Grewal
Attorney General

Craig Sashihara
Director, Division on Civil Rights

¹ Discrimination in connection with some of the transactions covered by these exemptions may nevertheless be prohibited under the *Federal Civil Rights Act of 1866*, 42 U.S.C. 1981, 1982.

