



**Kim Marie Dellas, SRES, GRI** Broker/Owner  
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## OWNER RESPONSIBILITIES

1. To complete all rental forms as accurately and with as much detail as is requested. Remember, the BROKER relies upon this information for the purpose of advertising and soliciting rentals.
2. To notify the BROKER immediately if there are any changes in the information provided, such as number or type of beds, washer, dryer, dishwasher, etc.
3. To provide BROKER with a sufficient number of keys prior to the beginning of each rental season. At least 3 (three) sets of keys are required. Your cleaning service, plumber, electrician, etc. should have their own keys.
4. To post '**HOUSE RULES**' so that the tenant knows exactly what is expected, including instructions as to which days to put out trash and recyclables, and when and where to place the containers.
5. To provide a sufficient number of trash cans and recycling containers.
6. To provide sufficient pots, pans, dishes, cooking/eating utensils, and furnishings for the maximum number of persons specified in your Listing Agreement. More families are requesting outdoor cooking facilities. Therefore, you may want to consider providing an out-door grill.
7. To provide adequate cleaning equipment such as vacuum cleaners, mops, brooms, brushes, cleaning cloths, sponges, cleansers, vacuum cleaner bags, etc. These are very important if you expect to have the tenant leave the place clean.
8. To have all appliances serviced before the beginning of the rental season and have the appliances periodically maintained during the season. This is necessary to help avoid breakdowns, inconvenience to the tenants, and costly emergency repair calls.
9. To ***comply with all government and municipal ordinances and regulations including but not limited to; any rental fee, mercantile license, fire extinguisher, and smoke/carbon monoxide compliance as required by the municipality where your property is located.*** If you are not sure about the requirements, check with the clerk's office of the municipality where your property is located.
10. To maintain adequate liability insurance. Make sure that your insurance agent is aware that you are using your property for rental purposes and seek your insurance agent's advice regarding proper coverage and liability requirements. ***Inform your insurance agent if you allow tenants to bring pets.***
11. To maintain the premises free from insects and other pests, especially ants. This usually requires maintenance by a pest control company. ***A one-time treatment at the beginning of the season is not adequate.*** Arrange for regular service; don't wait until there is a problem.
12. To provide the BROKER with an emergency telephone number where someone, other than you, can be reached in the event that you are unavailable. If the Dellas Agency is not the exclusive Listing Agency, this number should also be posted in the rental property along with your phone number. These numbers are very important in the event of an emergency.
13. To cooperate with the BROKER by resolving any disputes between you and the tenant as quickly as possible. Remember, the lease is a contract between you and the tenant. Resolving disputes amicably and quickly can ultimately save time and expense and avoid legal action. Quick resolution also leaves the tenant with the feeling that he has been treated fairly and is more likely to return to your property.
14. To insure that the rental property is thoroughly cleaned and that the property is ready for occupancy no later than 2:00 PM, or the time that you have established, on the date the lease begins.
15. To inform the BROKER ***IMMEDIATELY BY PHONE or E-MAIL*** anytime a rental period becomes unavailable. The BROKER should be afforded the courtesy of being notified immediately so that he does not waste his time and money soliciting rentals for that period.
16. To ***refund the security/cleaning deposit within 30 (thirty) days*** after the termination date of the lease, less any reasonable deduction for damages or extra cleaning. ***You must render a clear and detailed explanation of any amounts deducted from same.*** If there is a telephone, the deposit should be returned upon receipt of phone bill with a copy of same to Tenant. It is suggested that you have the phone company place a block on the phone for long distance and incoming collect phone calls. This will help expedite the return of the deposit monies. Remember, the purpose of the deposit is to guard against the need for excessive cleaning and damage. As an OWNER, you must expect some accidental damage occasionally such as broken glasses and dishes.
17. Please remember that the BROKER is acting as your rental agent. The BROKER IS NOT a property manager. The BROKER'S main task is to ensure that your property is rented as much as possible. The task of maintaining your property and running your property as a business is YOURS.