

Dellas Agency
309 Decatur Street
Cape May, NJ 08204
Phone: 609-884-3488 Fax: 609-884-3471



Rental Listing Agreement
Date 02/27/2017
www.DellasAgency.com

SUBJECT: RENTAL PROPERTY LISTING 2017

Dear Friend:

Thank you for the opportunity of listing your property.

As the Dellas Agency begins planning for its 83rd year of continuous, courteous service, we welcome the opportunity of offering your property for rent for the 2017 season. The enclosed Listing Agreement packet includes the following items for you to review, complete, and return to us as soon as possible in the envelope provided. We cannot begin to market your property without these forms.

- RENTAL LISTING AGREEMENT (please complete, sign & return this form)
- RENTAL UNIT INFORMATION AND AMENITIES
- CONSUMER INFORMATION STATEMENT (sign two copies, keep one and return one)
- FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (complete, sign, date & return)
- NEW JERSEY LAW AGAINST DISCRIMINATION AND FEDERAL FAIR HOUSING LAWS (retain)
- OWNER RESPONSIBILITIES (retain)

PLEASE NOTE! The above forms are also available on our website at: www.DellasAgency.com

If you are listing more than one property or rental unit, you need to complete a separate Rental Listing Agreement for each unit.

Because Cape May is not just a summer resort, we have requested information for the full calendar year. Please complete the information that represents how you want to rent your property and the rates you want to charge. You may also want to consider a winter rental, usually mid September through mid May, as we get many requests for them each year.

This year we had many more vacationers looking for properties that were ***Pet Friendly***, and/or had **internet access**. You may want to consider accepting pets as a way of generating additional rental income.

The Dellas Agency is readily available to better serve you and the public because of our convenient downtown location at the Washington Street Mall (in the rear of Dellas 5 & 10 store), business hours seven days a week, and being open on most holidays.

Please read carefully, complete and return these documents to us as soon as possible so that we can begin marketing your property.

Sincerely,

Kim Marie Dellas
Broker/Owner
Our 83rd year of continuous, courteous service

Enclosures

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2017 RENTAL LISTING AGREEMENT

Dear OWNER,

The Sales Team at DELLAS AGENCY would like to thank you for the opportunity to offer your property as a rental in our inventory for the 2017 season. Our rental website, powered by Real Time Rental, offers the most advanced technology for the presentation of properties to prospective tenants on the internet along with precise internal rental management software. Enclosed are the rental authorization documents for the 2017 season. Our office's progressive rental marketing campaign will highly expose your property to prospective tenants which shall in turn lead to reservations. Please complete and return the authorization documents at your earliest convenience so we may ramp-up your property within our system. We look forward to working with you for a successful rental season. Thank you in advance for your time. Please contact our office with any questions.

Regards,

Kim Marie Dellas
Broker/Owner

OWNER INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
SS # or EIN #: _____

Home Phone: _____
Cell Phone: _____
Work Phone: _____
Fax: _____
Email: _____

RENTAL PROPERTY INFORMATION

Address: _____
City, State, Zip: _____
Property Phone: _____

Maximun Occupancy: _____
Bedrooms: _____
Full Bathrooms: _____
Half Bathrooms: _____

Property Type: Single Family Home: _____ Townhouse: _____ Condominium: _____ Condominium Name: _____

Bathtub Locations: Floor Level # and Location: _____

Stall Shower Locations: Floor Level # and Location: _____

May we market your property with a rental sign at the property? Yes: _____ No: _____

Co-Listing Brokers Offering the Property for rent: _____

1. In consideration of the services of DELLAS AGENCY, OWNER hereby lists with said Broker the above described for the period of **January 1 2017 to December 31, 2017** for the purpose of obtaining rental leases at the prices marked by the OWNER herein. If OWNER in subsequent y provides further rates, this agreement shall remain in effect for the term of the rates provided unless changed in writing.

2. BROKER agrees to use their best efforts to obtain tenants in order to lease the above described property at the price and terms set forth here

3. OWNER agrees to pay BROKER a commission of **12%** of the gross rental amount of each lease obtained by BROKER. The rental commiss be deemed to be fully earned upon the full execution of a lease agreement by OWNER and TENANT. Broker shall deduct its commission from monies received by it prior to disbursement to OWNER. As landlord, you have a right to individually reach an agreement on any fee, commissior other valuable consideration with any broker. No fee, commission or other consideration has been fixed by any government authority or by any association or multiple listing service. This is a non-exclusive listing. Owner may rent this unit on their own with no commission due to DELLAS AGENCY. The OWNER agrees, however, to confirm with DELLAS AGENCY the rental status of the unit prior to entering into any direct rentals. **DELLAS AGENCY has already secured a rental for this period, the OWNER shall honor DELLAS AGENCY's rental.**

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4. BROKER shall collect on behalf of OWNER all rental deposits and payments and all security, phone or other deposits required pursuant to OWNER'S directions. All such funds made payable to BROKER shall be placed in BROKER'S "non-interest bearing" trust checking account prior to disbursement. Payment schedule, security and phone deposit guidelines shall be noted on the lease.
5. Upon a lease being fully executed, all rental payments received shall be disbursed to the OWNER in a timely manner or within three weeks of receipt of funds. Rent shall be disbursed during the year of the rental.
6. OWNER will be solely responsible to comply with all governmental and municipal ordinances and regulations including, but not limited to, any mercantile licenses imposed by local government along with smoke detector, carbon monoxide and fire extinguisher compliances.
7. BROKER has been retained as a transaction agent only and is not operating as a property manager or maintenance service. The Dallas Agency does recommend this service through Dallas Property Management, LLC. They are not part of this agreement and have to be contacted separately for retention of their services. BROKER has no duty to inspect or make repairs to the Property. Notwithstanding the foregoing, OWNER authorizes BROKER to obtain any repairs and services for the property and furnishings deemed necessary by BROKER to comply with OWNER'S obligations under the lease. This authorization shall be limited to a total expenditure of \$400.00 per lease period. BROKER shall use its best efforts to contact OWNER prior to any such expenditure. BROKER shall be entitled to deduct from rents any monies advanced by BROKER pursuant to this paragraph. This Paragraph 7 shall not impose any liability on the BROKER for any failure to make repairs.
8. The OWNER shall personally or through a named representative other than the BROKER, check the rental unit prior to the occupancy of ANY TENANT and ensure that all appliances, heating and cooling components are in good working order, the unit is clean, there are sufficient cleaning supplies, at least one vacuum (in working order), trash cans for garbage and recycling, kitchen utensils, glasses and flatware, clean bedspreads, comforters, pillows, mattress pads and shower curtain liners.
9. OWNER hereby agrees to hold BROKER harmless from any and all claims, losses and actions arising from BROKER'S performance under this agreement; including, but not limited to, claims for personal injury, property damage, security deposit disputes, breach of lease terms, failure to pay any rental amounts when due and tenant claims of non-habitability. BROKER is not responsible to enforce lease terms or to evict or remove tenants in the event of their breach of the rental agreement.
10. OWNER agrees to permit the advertisement of his/her unit in various advertising channels, including, but not limited to, the Internet.
11. This contract is the entire and only contract between the OWNER and BROKER. This contract may be changed only in writing signed by both OWNER and BROKER.
12. LANDLORD(s) acknowledges that he has received Consumer Information Statement on New Jersey Real Estate Relationships. All licensee(s) of the DELLAS AGENCY as authorized representatives of DELLAS AGENCY intend, as of this time, to work with you as a Transaction Broker. By the Landlord's/Owners signature to this agreement, they acknowledge that they have read, and agree to the provisions of the New Jersey Laws Against Discrimination and Federal Fair Housing Laws.
13. DELLAS AGENCY shall collect and hold all security deposits for a period of two weeks (14 days) after TENANT vacates. If any deposit is to be retained, DELLAS AGENCY and the TENANT must receive a statement in writing as to the reason for withholding money. DELLAS AGENCY and the TENANT must be supplied with copies of any related bills prior to the 2 week (14 days) deadline.
14. Any disputes arising from this agreement shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey, Cape May County.
15. OWNER shall maintain the required hazard and flood liability insurance and hold the BROKER harmless.
16. OWNER shall supply BROKER with three sets of keys for the property.

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2017 RENTAL RATE INFORMATION

Rental Time Periods	Check-in Day/Check-out Day
Weekly Rental Period	
Seasonal Rental Period	
Minimal Rental Period	# of nights-

Additional Rate Information	
Seasonal Rental Rate	
Daily Rental Rate Per Night	
Yearly Rental Rate Per Month	

Deposit Information	
Weekly Security Deposit	
Seasonal Security Deposit	
Yearly Security Deposit	

2017 Weekly Rate Information- Weekly Check-in Time: 2:00 PM, Weekly Check-out Time: 10:00 AM

MAY

Week	Rate
4/29/2017	
5/06/2017	
5/13/2017	
5/20/2017	
5/27/2017	

JUNE

Week	Rate
6/03 /2017	
6/10/2017	
6/17/2017	
6/24/2017	

July

Week	Rate
7/01/2017	
7/08/2017	
7/15/2017	
7/22/2017	
7/29/2017	

August

Week	Rate
8/05/2017	
8/12/2017	
8/19/2017	
8/26/2017	

September

Week	Rate
9/02/2017	
9/09/2017	
9/16/2017	
9/23/2017	
9/30/2017	

October

Week	Rate
10/07/2017	
10/14/2017	
10/21/2017	
10/28/2017	

Bedding Information	Detailed Descriptions of Beds: Please List Bedroom/Room Floor Level, # of Beds and Type of Beds (King, Queen, Double, Twin, Sofa-bed):
Bedroom 1:	
Bedroom 2:	
Bedroom 3:	
Bedroom 4:	
Bedroom 5:	
Bedroom 6:	
Bedroom 7:	
Bedroom 8:	
Bedroom 9:	
Living Room:	
Family Room:	
Den:	
Sun Room:	

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Amenities: Please place a check, #, or Yes/No Next to the amenities that are offered at the property:

<input type="checkbox"/> Loft	<input type="checkbox"/> Smoke Free	<input type="checkbox"/> Allow Pets	<input type="checkbox"/> No Pets Accepted	<input type="checkbox"/> Pet Free*
<input type="checkbox"/> Rent To Family	<input type="checkbox"/> Rent To Groups	<input type="checkbox"/> Rent to Either	<input type="checkbox"/> King Beds	<input type="checkbox"/> Queen Beds
<input type="checkbox"/> Double Beds	<input type="checkbox"/> Single Beds	<input type="checkbox"/> Sofa Beds (Double)	<input type="checkbox"/> Sofa Beds (Queen)	<input type="checkbox"/> Sofa Beds (Single)
<input type="checkbox"/> Bunks	<input type="checkbox"/> Trundles	<input type="checkbox"/> Rollaways	<input type="checkbox"/> Cribs	<input type="checkbox"/> Futons
<input type="checkbox"/> Day Beds	<input type="checkbox"/> Pyramid Beds	<input type="checkbox"/> Portable Cribs	<input type="checkbox"/> Cots	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Gourmet Kitchen	<input type="checkbox"/> Full Size Refrigerator	<input type="checkbox"/> Mini Refrigerator	<input type="checkbox"/> Stove	<input type="checkbox"/> Oven
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Microwave	<input type="checkbox"/> Disposal	<input type="checkbox"/> Coffee Maker	<input type="checkbox"/> Toaster
<input type="checkbox"/> Toaster Oven	<input type="checkbox"/> Blender	<input type="checkbox"/> Lobster Pot	<input type="checkbox"/> Food Processor	<input type="checkbox"/> Dining Capacity
<input type="checkbox"/> Central A/C	<input type="checkbox"/> Sanyo A/C	<input type="checkbox"/> # of AC Units	<input type="checkbox"/> Window A/C	<input type="checkbox"/> Wall AC
<input type="checkbox"/> # of Ceiling Fans	<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Standard Fans	<input type="checkbox"/> Utils Included	<input type="checkbox"/> Utils Not Incl.
<input type="checkbox"/> Utils Incl. Off Season	<input type="checkbox"/> Utils Incl. In Season	<input type="checkbox"/> Gas Heat	<input type="checkbox"/> Electric Heat	<input type="checkbox"/> Oil Heat
<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Oil	<input type="checkbox"/> Phone Activated
<input type="checkbox"/> Phone Set	<input type="checkbox"/> Long Distance Block	<input type="checkbox"/> Answering Machine	<input type="checkbox"/> Fax Machine	<input type="checkbox"/> Washer
<input type="checkbox"/> Dryer	<input type="checkbox"/> W/D (Shared)	<input type="checkbox"/> W/D Coin Operated	<input type="checkbox"/> Iron	<input type="checkbox"/> Ironing Board
<input type="checkbox"/> Garage	<input type="checkbox"/> # of Garage Spaces	<input type="checkbox"/> Parking	<input type="checkbox"/> # of Parking Spaces	<input type="checkbox"/> Television
<input type="checkbox"/> # of TVs	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Satellite TV	<input type="checkbox"/> Satellite Radio	<input type="checkbox"/> VCR
<input type="checkbox"/> # of VCRs	<input type="checkbox"/> AM-FM Stereo	<input type="checkbox"/> CD Player	<input type="checkbox"/> Cassette Player	<input type="checkbox"/> DVD
<input type="checkbox"/> # of DVDs	<input type="checkbox"/> iPod Dock	<input type="checkbox"/> Home Theater	<input type="checkbox"/> High Speed Internet	<input type="checkbox"/> Wifi
<input type="checkbox"/> Wired LAN	<input type="checkbox"/> Private Pool	<input type="checkbox"/> Community Pool	<input type="checkbox"/> Pool is heated	<input type="checkbox"/> Outside Shower
<input type="checkbox"/> Private Sauna	<input type="checkbox"/> Community Sauna	<input type="checkbox"/> Indoor Pool	<input type="checkbox"/> Outdoor Pool	<input type="checkbox"/> Private Hot Tub
<input type="checkbox"/> Community Hot Tub	<input type="checkbox"/> Private Whirlpool/Jet Tub	<input type="checkbox"/> Heatable Pool	<input type="checkbox"/> Wood Fireplace	<input type="checkbox"/> Gas Log Fireplace
<input type="checkbox"/> # of Fireplaces	<input type="checkbox"/> Woodstove	<input type="checkbox"/> Pool Table	<input type="checkbox"/> Tennis Facilities	<input type="checkbox"/> Ping Pong Table
<input type="checkbox"/> Private Exercise Room	<input type="checkbox"/> Comm. exercise Room	<input type="checkbox"/> Bar	<input type="checkbox"/> Wet Bar	<input type="checkbox"/> BBQ Charcoal
<input type="checkbox"/> BBQ Gas	<input type="checkbox"/> BBQ Electric	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Baby Equipment	<input type="checkbox"/> Elevator
<input type="checkbox"/> Linens Provided	<input type="checkbox"/> Beach Equipment	<input type="checkbox"/> Fish Cleaning Table	<input type="checkbox"/> Basketball Goal	<input type="checkbox"/> Game Room
<input type="checkbox"/> Den	<input type="checkbox"/> Balcony	<input type="checkbox"/> Comm. Outside Shower	<input type="checkbox"/> Rooftop Deck	<input type="checkbox"/> Enclosed Outside Shower
<input type="checkbox"/> Storage Area	<input type="checkbox"/> Ferry Tickets	<input type="checkbox"/> Association Pool	<input type="checkbox"/> Association Tennis	<input type="checkbox"/> Pets Considered
<input type="checkbox"/> Unlimited Long Distance in US	<input type="checkbox"/> Beaches	<input type="checkbox"/> Private/Assoc Beach Access	<input type="checkbox"/> Air Mattress	<input type="checkbox"/> Bunk - Double
<input type="checkbox"/> Evaporative Cooler	<input type="checkbox"/> Crock Pot	<input type="checkbox"/> Keurig	<input type="checkbox"/> Available for Weddings	<input type="checkbox"/> Tenant Brings Linens
<input type="checkbox"/> Furnished	<input type="checkbox"/> Unfurnished	<input type="checkbox"/> Handicap Grab Bars	<input type="checkbox"/> Walk in Shower	<input type="checkbox"/> Golf Cart
<input type="checkbox"/> Beach Badges	<input type="checkbox"/> Blankets	<input type="checkbox"/> Maid Service	<input type="checkbox"/> Limited Maid Service	<input type="checkbox"/> Room Service
<input type="checkbox"/> Guard	<input type="checkbox"/> Cleaning Included In Rate	<input type="checkbox"/> # of Bicycles	<input type="checkbox"/> Boat Dock/Slips	<input type="checkbox"/> # of Boat Dock/Slips
<input type="checkbox"/> Canoe	<input type="checkbox"/> Rowboat	<input type="checkbox"/> Kayak	<input type="checkbox"/> Paddleboat	<input type="checkbox"/> Sun/Open Deck
<input type="checkbox"/> Deck Furniture	<input type="checkbox"/> # of Sun/Open Deck(s)	<input type="checkbox"/> Fenced Yard	<input type="checkbox"/> Level Yard	<input type="checkbox"/> Wooded Yard
<input type="checkbox"/> Lawn Area	<input type="checkbox"/> Private Yard	<input type="checkbox"/> Open/Covered Porch	<input type="checkbox"/> Screened Porch	<input type="checkbox"/> Patio
<input type="checkbox"/> Three Season Room	<input type="checkbox"/> Handicap Access	<input type="checkbox"/> Elevator to Ground	<input type="checkbox"/> Handicap Interior	<input type="checkbox"/> 1st Floor Bedroom
<input type="checkbox"/> Waterfront	<input type="checkbox"/> Virtual Tour			

* "Pet Free" indicates that no pet has ever been in the rental unit. This information is vital to people with allergies.

SERVICE CONTRACT INFORMATION

Cleaning: _____	Phone: _____
Heating/Air Conditioning: _____	Phone: _____
Plumber: _____	Phone: _____
Electrician: _____	Phone: _____
Appliances: _____	Phone: _____
Exterminator: _____	Phone: _____
Lawn Care: _____	Phone: _____
Trash Collection: _____	Phone: _____

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Recycle Collection: _____	Phone: _____
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Suggestions For Landlords

POST TRASH AND RECYCLE PICK-UP SCHEDULES AND PICK-UP LOCATIONS

POST UNIQUE PROPERTY INFORMATION

EXAMPLES:

LOCATION OF BREAKER BOX, PARKING REGULATIONS, TELEPHONE NUMBERS, INTERNET ACCESS CODES
PLEASE DESIGNATE A CLEANING COMPANY AND CONFIRM THE CONTACT INFORMATION IS POSTED AT THE PROPERTY
LOCATION OF ANY AND ALL PARKING PERMITS

PRIOR TO, AND DURING, THE RENTAL SEASON, PLEASE CONFIRM THAT:

PROPERTY IS CLEAN AND ORDERLY INSIDE & OUT
PILLOWS & MATTRESSES ARE IN EXCELLENT CONDITION
ANY OLD AND WORN FURNITURE IS REPLACED
HEATING, AIR CONDITIONING AND APPLIANCES ARE IN EXCELLENT WORKING CONDITION

PLEASE CONFIRM THE PROPERTY AMENITIES INCLUDE:

TRASH AND RECYCLE CONTAINERS
POTS, PANS, SILVERWARE, DISHES, DRINKING AND WINE GLASSES
PROPANE FOR GAS GRILL AND WHERE TO PURCHASE PROPANE
CLEANING SUPPLIES

ADDITIONAL ITEMS TO CONSIDER PROVIDING INCLUDE:

ANT TRAPS
BATTERIES FOR SMOKE AND CARBON MONOXIDE DETECTORS
LIGHT BULBS
SPARE SHOWER CURTAINS
VACUUM BAGS & SPARE BELTS FOR VACUUM

The OWNER acknowledges and has read all details and pages contained in this Rental Listing Agreement and Attorney General's letter, under the content, warrants the accuracy of the information, received a copy of the documents, and states that there are not any conditions that exist other than those contained within these documents.

OWNER - AUTHORIZATION SIGNATURE DATE

BROKER/OWNER - AUTHORIZATION SIGNATURE DATE

OWNER Initials Date