

# 2012 RENTAL AUTHORIZATION

**Comments:**

Owner: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Flr/Unit: \_\_\_\_\_ Type: Single Duplex Condo

Security Deposit: \$ \_\_\_\_\_ Pet Deposit: \$ \_\_\_\_\_

Location: O/F O/S B/F B/S LAGOON

Pet Fee (nonrefundable) \$ \_\_\_\_\_ Other: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ # of Baths: Full \_\_\_\_\_ Half \_\_\_\_\_

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

Size of Beds/ Number: King( ) Queen( ) Full( ) Single( ) Bunk( ) Sofa( ) Size \_\_\_\_\_ Other \_\_\_\_\_

**AMENITIES:** (Check if you have, fill in # if applicable and/or circle type:)

- |   |   |   |  |  |  |
|---|---|---|--|--|--|
| <input type="checkbox"/> washer             | <input type="checkbox"/> dryer          | <input type="checkbox"/> dishwasher     | <input type="checkbox"/> microwave           | <input type="checkbox"/> coffee maker      | <input type="checkbox"/> picnic table/chairs |
| <input type="checkbox"/> patio umbrella     | <input type="checkbox"/> hot tub        | <input type="checkbox"/> lounge chairs  | <input type="checkbox"/> grill gas/char/elec | <input type="checkbox"/> beach chairs      | <input type="checkbox"/> window a/c # _____  |
| <input type="checkbox"/> No pets            | <input type="checkbox"/> VCR # _____    | <input type="checkbox"/> DVD # _____    | <input type="checkbox"/> Stereo # _____      | <input type="checkbox"/> CD player # _____ | <input type="checkbox"/> cable               |
| <input type="checkbox"/> iron/board         | <input type="checkbox"/> TV's # _____   | <input type="checkbox"/> ceiling fans   | <input type="checkbox"/> pillows             | <input type="checkbox"/> Blankets/quilt    | <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"/> garage              |
| <input type="checkbox"/> pool               | <input type="checkbox"/> toaster/oven   | <input type="checkbox"/> IPOD dock      | <input type="checkbox"/> boat slip           | <input type="checkbox"/> elevator          | <input type="checkbox"/> central air         |
| <input type="checkbox"/> Bikes # _____      | <input type="checkbox"/> Hi Sp Internet | <input type="checkbox"/> beach umbrella |  |  |  |

**Additional Amenities:**

Phone Information	Yes	No
Phone # _____		
Phone Block-long distance		
Answering Machine		

**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 28 - May 5	\$ _____	June 30 - July 7	\$ _____	Sept 1 - Sept 8	\$ _____
May 5 - May 12	\$ _____	July 7 - July 14	\$ _____	Sept 8 - Sept 15	\$ _____
May 12 - May 19	\$ _____	July 14 - July 21	\$ _____	Sept 15 - Sept 22	\$ _____
May 19 - May 26	\$ _____	July 21 - July 28	\$ _____	Sept 22 - Sept 29	\$ _____
May 26 - June 2	\$ _____	July 28 - Aug 4	\$ _____	Sept 29 - Oct 6	\$ _____
June 2 - June 9	\$ _____	Aug 4 - Aug 11	\$ _____	Oct 6 - Oct 13	\$ _____
June 9 - June 16	\$ _____	Aug 11 - Aug 18	\$ _____		
June 16 - June 23	\$ _____	Aug 18 - Aug 25	\$ _____		
June 23 - June 30	\$ _____	Aug 25 - Sept 1	\$ _____		

**Season Rate:** \$ \_\_\_\_\_  
 Dates: \_\_\_\_\_ to \_\_\_\_\_

**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. I shall pay **SDRE** 12% 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 12% 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 rental agent for your property. The following are **Guidelines** we've 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.  
We welcome your questions as well as your comments or suggestions.

**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.**

**DEPOSITS & PAYMENTS:** We collect 50% of the rent when the rental lease is executed, and the balance due on check-in. We do offer 'Express Check In' with personal checks accepted 3 weeks prior. 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 that our rental commission is earned only when each facet of the transaction is completed. As a means of protecting our owners' interests,

**NOTIFICATION TO OWNER OF RENTALS MADE:** Owners are mailed a copy of the lease (on first payment) with a check covering the gross amount of the deposit less commission within 10 business days of 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 the Thursday following check in date.

**OWNER RENTALS:** If you decide to rent the property yourself, **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. Owner's may check our rental web site 24/7 to view all current bookings.

**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.*

**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 the next tenant, so if we don't reach the owner, we will contact a service to do the necessary 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 Saturday Check-Out. If we do not hear of any problems from the owner by Monday morning, the check is automatically released.

**PROBLEM SECURITIES:** Securities are not automatically turned over to the owner. 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. Or 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

**DAMAGE TO UNIT:** Should you or your cleaning/inspection service discover damage to your property at changeover, please notify Sand Dollar Real Estate immediately. An agent will visit the property to evaluate the situation 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.**

**TELEPHONE:** All properties must offer 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. A Long Distance Blocking service will need to be placed on the phone if the free long distance package is not offered. You may contact us or visit our web site at [LBirealestateNews.com](http://LBirealestateNews.com) (go to 'HomeOwner's Info' page) for additional information on these services.

**TRASH AND RECYCLING:** Owners need to provide an adequate number of garbage and recycling cans. (One trash can for each two bedrooms). All containers must have tight fitting lids. Garbage and recycling information should be prominently posted at your property.

**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 two full sets of keys to your rental property. 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.

**BEACH BADGES:** Our lease informs the tenant to purchase their own beach badges. It is nice if an owner leaves beach badges, but many badges are accidentally lost during the season and Sand Dollar Real Estate does not guarantee beach badges to the tenant. 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. 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. **REMEMBER:** We offer a **FREE "Rental Review"** to help you in this area. It is full of helpful hints to make your rental season as lucrative and hassle-free as possible. **Ask for yours today!**

**OWNER INSURANCE:** Owner will carry Public Liability Insurance to protect the interests of the parties hereto.

**SMOKE DETECTORS, CARBON MONOXIDE DETECTOR AND FIRE EXTINGUISHERS:** 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.

**TOOL KIT:** It is recommended to leave your tenant a small tool kit, most 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 [LBIREALESTATENEWS.COM](http://LBIREALESTATENEWS.COM) (go to 'HomeOwner's Info' page).

**BBQ GRILLS:** If your BBQ is fueled by propane please leave at least two full tanks at the start of the season, larger homes should leave 3 propane 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.

**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.

Please retain this copy for your records and future reference.

**SAND DOLLAR REAL ESTATE**

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