



**\*\*\*\*OWNERS PLEASE READ CAREFULLY AND COMPLETE THE ATTACHED AUTHORIZATION FORM IN ITS ENTIRETY! \*\*\*\***

Dear Owners,

Please take a moment to review a few of our policies, procedures and recommendations to ensure a smooth rental season for 2021:

**\*Procedure for reporting Owner Reservations or Changes to Authorization:** If you rent a week yourself (even if you have reported to another CHRIS agency), or request any changes to rates, amenities, bedding, etc. PLEASE submit this request in writing to [oceansideadmin@comcast.net](mailto:oceansideadmin@comcast.net) or by fax to 609-361-1759. We appreciate your compliance, as it is important to document all changes to avoid confusion or problems later on.

**Cleaning: With the Covid-19 Situation, ensuring cleaning is completed properly is critical!**

Please provide your cleaning crews with our contact number and instruct them to contact us if they should ever have a problem completing cleaning by check-in time. Also, instruct your cleaning crews to contact you immediately if a tenant leaves a property in unacceptable condition and to document these conditions with cellphone photos, which should be sent as soon as possible to the rental agent. Cleanliness of properties is one of the most common complaints so please make sure your expectations for your cleaning crews include checking under beds and other furnishings for dirt/debris, sweep and mop/disinfect all hard floor surfaces, thoroughly clean and disinfect all aspects of bathrooms and kitchens, check cabinets and drawers for food and crumbs, dust all surfaces, clean smudges off windows and glass surfaces, check bedding to insure cleanliness. Of vital importance at this time is using the proper disinfecting agents, and paying special attention to all high touch surfaces. If you have a large home and the cleaning crew needs a larger window of time, you should consider changing your check-in/check-out times – PLEASE DO NOT MAKE ASSUMPTIONS ABOUT CHECK-IN/OUT TIMES! OCEANSIDE ONLY USES THE INFORMATION THAT IS REPORTED TO US. We have not instituted a “blanket” extension of time from the usual 2 and 11.

**Spring Cleaning:** We ask that you complete a thorough spring cleaning prior to the beginning of each rental season. This includes blinds, curtains, baseboards and moldings, air/heat vents, kitchen/bathroom cabinets, bedding and carpeting, walls and ceiling fans.

**Garbage Cans:** Please provide an adequate amount of garbage/recycling cans for your home's occupancy. A good rule of thumb is ½ can per occupant. Please clearly label recycling cans with labels provided by your township, and conspicuously post trash and recycling schedules.

**Internet Access:** Please provide the internet network name and password in the space provided on your rental authorization form as well as posting conspicuously in the home. This will save many phone calls to you regarding internet use!

**Dining Tables:** Please make every effort to provide a dining table or tables in the same area that can accommodate your maximum occupancy. One of the most common complaints we have is that there is not enough seating together for the number of people the home accommodates, so occupants have a difficult time eating together.

**Beach Badges:** If you provide beach badges, please leave in a conspicuous place or in a container that is clearly marked.

**Bedding:** Please ensure mattress pads are freshly laundered and stain-free. New mattress pads are a small investment to make your tenants feel comfortable and clean. Please use pillow protectors that are easily laundered and have a few extra on hand. Please have the cleaning crew visually check the mattress pads each week for stains/hair.

**Bath/Bathroom Mats:** If you provide bath mats, please have several sets on hand so your cleaning people can provide fresh, clean and dry mats for each tenant.

**Grills/Propane Tanks:** Please make an effort to provide full tanks for each renter. We also suggest you have an extra full tank on hand. We will instruct tenants to fill tanks if found empty and submit the receipts for reimbursement by you. Dirty/poorly maintained grills are another one of the most common rental complaints. Please ask your cleaners to check your grill, if possible, or make other arrangements for maintaining your grill during the rental season.

**Owner Instruction Books/information sheets left on tables or refrigerators.** Books containing information about your house and expectations for your guests' behavior and use of your home are wonderful and appreciated. *However, please do not put information about issues that you will hold your tenant liable for via a security deduction **solely** in your book.* Anything of that nature must be clearly stated in the lease addendum that will become part of your tenants' leases. For example, if you leave towels that the tenants may use, you tell tenants this in your book, and the tenants leave them wet in the dryer, do not expect to collect an extra cleaning deduction if your cleaners have to dry and fold them. You **MUST** state in your lease addendum "tenant will be charged \$25 extra cleaning fee if towels are not washed, dried, folded and returned to linen closet," ....and so on.

**Security Holds:** Although we make every effort to educate the tenant on how he/she should leave the property upon checkout, occasionally problems do occur. Our rental authorization and lease require the owner to notify Oceanside Realty in WRITING within 72 hours of any damages that may result in a security deduction to the tenant and we ask that you include photos to document the damage. We ask you accomplish this via email to oceansideadmin@comcast.net or to the rental agent. Please understand that although we will make every effort to facilitate an agreement between landlord and tenant in a security dispute, Oceanside Realty does not have any authority to determine liability and will simply continue to hold the disputed amount of the security in our escrow until some agreement is reached, or a determination is made by a court of law.

**Property Photos:** Please take the time to review your photos by accessing them online on Oceanside's website at [www.lbirealty.com](http://www.lbirealty.com) -just go to your listing# and click the link under the main photo. Please ensure that they are current and updated, especially in terms of furnishings, renovations and views. We encourage you to take photos yourself (cell phone photos work wonderfully, please just make sure to use plenty of light and remove clutter!) and email them to us at oceansideadmin@comcast.net. If you provide photos, please include every bedroom and bathroom, stairways, multiple views of kitchens and living spaces, all decks, yards and views. With the majority of people renting online, the more pictures included with the property information, the better the potential renters will be able to visualize your property as if they are walking through it.

**Property description/narrative:** We would appreciate it if you would provide a basic description of the layout of the home. EX:

Ground floor – foyer, rec room

1<sup>st</sup> floor – double bunk bedroom, twin bedroom, jack and jill bathroom, queen jr suite, laundry closet

2<sup>nd</sup> floor – king master bedroom, kitchen, dining area, living room, half bath

Also, if you would like to provide a narrative for your home, we welcome your input. Once again, the more information the better, to make your home as appealing as possible to tenants looking at properties online.

**Thank you again for choosing Oceanside Realty as your rental agency for 2021! We look forward to another successful season!**

**~John Franzoni, Broker/Owner and the entire Oceanside Realty Team**

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

www.lbirealty.com



212 N. Long Beach Blvd, Surf City NJ 08008 p.609-494-3800 f. 609-361-1759  
7701 Long Beach Blvd, Harvey Cedars NJ 08008 p. 609-494-2300 f. 609-494-2125

### 2021 Rental Authorization

Property Address:  Town:  Unit:  Lot:  Block:

# Bedrooms:  #Full Baths:  # Half Baths:  Max. Occupancy:

Property Type (circle one): Single Family Duplex (up/down) Townhouse (side/side) Condo Triplex Quad

Location: (Circle one): Oceanfront Oceanside Oceanblock Bayfront Bayside Lagoon

Min Rental Period in Season:  Gap Week Allowed Y / N Full Season Y / N Rate: \$

Seasonal Utilities Included (specify which):

Waterfront Y / N Bay Access – Location of access

Ocean Access – Location/tract#

Tenant Garage Use: Y / N Smoking allowed: Y / N Check-In (circle one): Fri/Fri Sat/Sat Sun/Sun

Pets Allowed: Y / N If No, is property Pet Free? Y / N

If yes: Pet Security (refundable) \$  Pet Fee (non-refundable) \$

Unit Phone #  Phone Block: Y / N Phone Deposit \$

Weekly Dirt/Damage Security Deposit \$  Seasonal Dirt/Damage Security Deposit \$

Type & Number of Beds, Sofa Pullout/s, Other Bedding, (please specify bunk mattress sizes in notes below):

# King: \_\_\_\_ # Queens: \_\_\_\_ # Full: \_\_\_\_ # Singles: \_\_\_\_ # Bunk Sets: \_\_\_\_ # Futons/size \_\_\_\_\_

Sofa Pullout: Y / N # of Pullout/s: \_\_\_\_ Pullout Sizes: K \_\_\_\_ Q \_\_\_\_ F \_\_\_\_ Other Bedding: \_\_\_\_\_

Pool: Date Opens \_\_\_\_\_ Closes \_\_\_\_\_ Passes Required: Y / N Pool/Hot Tub Service Day of Week \_\_\_\_\_

Pool/ Hot Tub Addendum Y / N Other Addendum Y / N **\*\*PLEASE ATTACH COPY OF ADDENDUM TO AUTHORIZATION IT WILL BECOME A PART OF YOUR LEASE \*\*\***

WIFI Network Name: \_\_\_\_\_ WIFI Password: \_\_\_\_\_

Special Instructions/Notes/Property Narrative: \_\_\_\_\_

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

**UNIT AMENITIES**

- |  |   |                                      |  |  |   |
|--|---|--------------------------------------|--|--|---|
| <input type="checkbox"/> Washer          | <input type="checkbox"/> Dryer              | <input type="checkbox"/> Dishwasher  | <input type="checkbox"/> Microwave     | <input type="checkbox"/> Coffee Maker    | <input type="checkbox"/> Outdoor Table/Chairs |
| <input type="checkbox"/> Umbrella        | <input type="checkbox"/> Hot Tub            | <input type="checkbox"/> Lounges     | <input type="checkbox"/> Gas Grill     | <input type="checkbox"/> Char Grill      | <input type="checkbox"/> Elect Grill          |
| <input type="checkbox"/> Pets            | <input type="checkbox"/> DVD                | <input type="checkbox"/> CD Player   | <input type="checkbox"/> Cable         | <input type="checkbox"/> Iron Board      | <input type="checkbox"/> Ceiling Fan          |
| <input type="checkbox"/> Pillows         | <input type="checkbox"/> Blankets           | <input type="checkbox"/> Vacuum      | <input type="checkbox"/> O/S Shower    | <input type="checkbox"/> Jacuzzi         | <input type="checkbox"/> Deck                 |
| <input type="checkbox"/> Deck Furn       | <input type="checkbox"/> Dock               | <input type="checkbox"/> Garage      | <input type="checkbox"/> Toaster       | <input type="checkbox"/> Heat            | <input type="checkbox"/> Boat Slip            |
| <input type="checkbox"/> Beach Access    | <input type="checkbox"/> Central A/C        | <input type="checkbox"/> No Smoking  | <input type="checkbox"/> Blender       | <input type="checkbox"/> High Speed Inet | <input type="checkbox"/> WIFI                 |
| <input type="checkbox"/> Beach Umbrella  | <input type="checkbox"/> Off Street Parking | <input type="checkbox"/> Elevator    | <input type="checkbox"/> Hcap Friendly | <input type="checkbox"/> Linens/Towels   | <input type="checkbox"/> Priv Walk Beach      |
| <input type="checkbox"/> Main Lvl Bdroom | <input type="checkbox"/> Keurig Machine     | <input type="checkbox"/> Pool Heated | <input type="checkbox"/> Pool Unheated |  |   |

# Window/Wall A/C :  # Beach Badges :  # Color TV :  # Beach Chairs :   
 # Wall Mounted Ductless/Sanyo Units:

# Parking Spaces Unit:  Parking Passes for Beach Access Parking Y / N #

If Handicapped access/equipped describe: \_\_\_\_\_

Key # \_\_\_\_\_ To be furnished

**2021 Availability**

<b>May</b>	May 1 – May 8	May 8 – May 15	May 15 – May 22	May 22 – May 29	May 29 – June 5
		\$	\$	\$	\$
<b>June</b>		June 5 – June 12	June 12 – June 19	June 19 – June 26	June 26 – July 3
		\$	\$	\$	\$
<b>July</b>	July 3 – July 10	July 10 – July 17	July 17 – July 24	July 24 – July 31	July 31 – Aug 7
		\$	\$	\$	\$
<b>August</b>		Aug 7 – Aug 14	Aug 14 – Aug 21	Aug 21 – Aug 28	Aug 28 – Sept 4
		\$	\$	\$	\$
<b>September</b>		Sept 4 – Sept 11	Sept 11 – Sept 18	Sept 18 – Sept 25	Sept 25 – Oct 2
		\$	\$	\$	\$

**The above dates reflect Saturday to Saturday Lease Periods**

\*Please note if different from the usual check in/out time or day of week and amend dates\*

Available off season Y / N

Off season weekend rate (specify Fri – Sunday, Fri – Monday, etc): \_\_\_\_\_

Other (special rates/dates, ex: Holidays – Thanksgiving, New Years, Weddings/Parties) \_\_\_\_\_

### TERMS AND CONDITIONS FOR AUTHORIZATION

1. Owner authorizes Oceanside Realty and/or its duly licensed agents to execute and sign leases on owner's behalf. Owner has received a copy of the form entitled "Seasonal Lease" -owner authorizes the use of this form of lease.
2. Oceanside Realty will receive rental payments on behalf of the owner. Once 50% of the rental payments have been received they will be forwarded, minus commission, within 10 business days after receipt by Oceanside Realty. Final payment will be forwarded to owner within 5 business days after Tenant's check-in date.
3. Owner expressly represents that they have reviewed the description of the property, including the details of amenities, and that the description is true, correct and complete. All amenities listed will be a part of the contents of the rental property. If the owner wishes to make changes to the rental authorization (ex. **Rental rates**, amenities, bedding etc) after it has been signed by the owner and processed by Oceanside Realty, the change(s) will only be made if they are received by Oceanside Realty rental administrator in writing to oceansideadmin@comcast.net or by fax to 609-361-1759.
4. The owner may reserve the use of the property for owner's own use by placing "OWNER" in any particular rental period(s) indicated above. All other rental periods will be assumed to be available for rent. Should owner desire to reserve additional periods for owner's use, owner will confirm with Oceanside Realty the availability of the property prior and provide WRITTEN notice to Oceanside Realty of such reservation. This may be via email to oceansideadmin@comcast.net or fax to 609-361-1759. Owner will honor any lease which may have been executed by Oceanside Realty prior to receipt of such notice. Should the owner rent the property without following this procedure, a "double lease" may result if owner and Oceanside Realty rent to separate tenants for the same rental period. Should such occur, owner hereby indemnifies and holds Oceanside Realty harmless for any costs, including reasonable attorney's fees, resulting from any claim or suit arising out of such "double lease."
5. Owner will carry Public Liability Insurance to protect the interests of the parties hereto. Owner agrees to indemnify and hold the Brokerage, its agents and employees harmless from any and all costs, expenses, attorney fees, lawsuits, liability, damages or claims for damages including but not limited to injury, death or damage to any property.
6. Owner agrees to pay a commission to Oceanside Realty as follows : (a) A commission equal to 12% of the rental amount, which commission amount the owner expressly authorizes Oceanside Realty to deduct from the initial rental payment before forwarding the balance due to owner. (b) A commission of 12% on any future rental and/or a commission of 6% on any future sale made by owner to any tenant placed by Oceanside Realty. This provision (b) shall be effective as to any contract or lease entered into within 18 months of the termination of this Rental Listing Agreement. As owner, you have the right to individually reach an agreement of 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.
7. Owner authorizes Oceanside Realty to have emergency repairs, maintenance and/or cleaning done on behalf of owner. **Owner authorizes Oceanside Realty to deduct such costs from rental monies due owner; or owner will reimburse Oceanside Realty upon receipt of the invoice for such costs.** Oceanside Realty will attempt to reach owner before ordering work.
8. Owner authorizes Oceanside Realty to hold all security deposits paid by the tenants. The landlord, or his/her representative, shall inspect the premises. Oceanside Realty shall not be responsible to conduct an inspection on the owner's behalf. If a documented charge is not made IN WRITING by owner within 72 hours of the tenant's departure, owner authorizes Oceanside Realty to return the security deposit to the tenant, whereupon Oceanside Realty shall have no further responsibility for the deposited monies. We strongly suggest owner

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

provide photos as documentation of damage when reporting. Owner must provide receipts/estimates of repair/replacement/work within 30 days of tenants' departure or deposit will be refunded to tenant in accordance with NJ State law. If a cleaning person, service person, handyman, etc. must be paid for extra cleaning, damages, repairs, etc. allegedly resulting from the action of tenants whose Dirt/Damage deposit is being held, the owner must pay for these services. Oceanside Realty is not permitted to deduct these payments from the Dirt/Damage deposit while the deposit is being disputed. If an owner does not notify this office about a problem within the above referenced time period, we will be obligated to return the tenants' Dirt/Damage deposit. Should the Owner and Tenant dispute the distribution of any security deposit monies, the security deposit will be held in escrow for a reasonable period until such time as there is an agreement, or determination by court of law.

- 9. Oceanside Realty is acting as a rental agent and is not responsible for property management.
- 10. The listing of this property with Oceanside Realty does not obligate Oceanside Realty in any way to be responsible for any damage or theft caused by tenants placed by Oceanside Realty. Oceanside Realty disclaims all liability for damages, theft or unpaid utility accounts caused by tenants placed under the terms of this agreement.
- 11. By signing this agreement, owner acknowledges he/she has reviewed Oceanside Realty rental guidelines letter (attached).
- 12. Declaration of business relationships: I, John Franzoni, Broker/Owner, as a representative of Oceanside Realty intend to work with you as a Landlord's Agent at this time.
- 13. By signing this agreement, owner acknowledges receipt of the New Jersey State Attorney General Memorandum regarding New Jersey Law Against Discrimination and Federal Fair Housing Laws (see attached).**

The following Real Estate Offices have this listing :

\_\_\_\_\_

Indicate name and phone number of plumber, electrician, cleaning service, and person to call in case of emergency.

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

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

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

Emergency Repairs: \_\_\_\_\_

**Owner Data**

**Name:** \_\_\_\_\_

**(If Corp. indicate name(s) of contact person):** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Cell #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Home #** \_\_\_\_\_ **Work/Other #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**SS#/TIN#** \_\_\_\_\_ **(NEW OWNER COMPLETES W-9 FORM)**

\_\_\_\_\_  
Owner/Date

\_\_\_\_\_  
Accepted By / Date for Oceanside Realty

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

**\*\*\*IMPORTANT INFORMATION PLEASE COMPLETE \*\*NEW\*\* FOR 2021**

CHECK IN TIME: \_\_\_\_\_

CHECK OUT TIME: \_\_\_\_\_

**WILL YOU PROVIDE THE FOLLOWING (CHECK IF YES):**

\_\_\_\_\_ **PILLOWS**

\_\_\_\_\_ **BLANKETS/COMFORTERS**

If so, do you launder between each tenant? \_\_\_Y \_\_\_N

\_\_\_\_\_ **MATTRESS PADS**

If so, do you launder between each tenant? \_\_\_Y \_\_\_N

\_\_\_\_\_ **BATH MATS**

If so, do you launder between each tenant? \_\_\_Y \_\_\_N

**DO YOU FOG FOR COVID DISINFECTING DURING CHANGEOVER? \_\_\_Y \_\_\_N**

**PLEASE DESCRIBE WHAT YOU/YOUR CLEANERS DO FOR COVID SENSITIVE CLEANING:**

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*State of New Jersey*

PHILIP D. MURPHY  
*Governor*

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*

SHEILA Y. OLIVER  
*Lt. Governor*

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

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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.

**Penalites.** 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 LAD<sup>1</sup>:

- 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.

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<sup>1</sup> 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.