



Rental Authorization for 2010

Please Fill Out This Form Completely - Failure To Do So Could Result In Misinterpretation. CENTURY 21 Mary Allen Realty, Inc. Cannot Be Held Responsible For Incomplete Rental Authorizations.

OWNER(S) INFORMATION:

Checks Payable To: _____ SS# / FTID# _____

First Name _____ Last Name _____ E-MAIL: _____

Home Address _____ City _____ State ____ Zip _____

Home Phone # _____ Work Phone # _____ Cell Phone # _____

If unavailable (emergencies only) call : _____

Electrician _____ Plumber _____ A/C Contractor _____

Appliance Repair _____ CLEANING* _____ Cleaner's Beeper/Cell # _____
(Very Important to Provide)

We Strongly Recommend That Owner(s) Make Arrangements For Cleaning The Property Between Tenancies

RENTAL PROPERTY INFORMATION:

Check-In: Fri./Fri., Sat./Sat. or Sun./Sun. (Circle One) Location: O/F, O/S, B/F, B/S, Lagoon (Circle One)

Address: _____ Floor/Unit ____ City _____ Block ____ Lot ____

Property Type: Single Duplex Triplex Quad Condo **Sign: You May** **May Not** **Place a Rental Sign on Property**

of Bedrooms ____ No. of Bathrooms ____ Max. # of persons including children* ____ Tenant Garage Use Y or N

***Note: Beds provided must accommodate maximum number of persons listed here**

Minimum rental period ____ day(s) Permission to fill one week gap between rentals? Y or N

SMOKING ALLOWED IN THE UNIT? Yes No

FEES, CHARGES, UTILITIES, AND DEPOSITS

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

Unit Phone # _____ Phone Block Yes ____ No ____ Deposit __ \$ _____

Seasonal Utilities Included: Gas Y or N ~ Electric Y or N ~ Cable Y or N

Pets Permitted Y or N *** If **NO**, have any Pets ever stayed in the property during your ownership Y or N ***

Pet Deposit \$ _____ Or Pet Charge \$ _____

Special Instructions/Notes: _____

Other Brokers: _____

UNIT AMENITIES

# King Beds- _____	# Queens- _____	# Full Size- _____	# Singles- _____	# Bunk Sets- _____	Sofa (size) _____
<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Microwave	<input type="checkbox"/> Coffee Pot	<input type="checkbox"/> Picnic 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"/> 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"/> Silverware	<input type="checkbox"/> Ceiling Fans	<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"/> Pool	<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"/> High Speed Inet	<input type="checkbox"/> Beach Umbrella	<input type="checkbox"/> Off Street Parking	<input type="checkbox"/> Elevator	<input type="checkbox"/> Hcap Friendly

Window/Wall A/C : _____ # Beach Badges : _____ # Color TV : _____ # Beach Chairs : _____

Wall Mounted Ductless A/C _____ Inside Shower **Y** ___ **N** ___ Tub **Y** ___ **N** ___

* Pets: If permitted see Fees section above ~ ~ ** Pool: Date Opens _____ Closes _____ Passes Required: Y ___ N ___

*** Attention Homeowner...Due to Pet Allergies/Health Issues, many tenants are requesting homes that are completely PET FREE***

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UNIT RATES

Season Rental	\$ _____	Jun 26 - Jul 3	\$ _____	Sep 4 - Sep 11	\$ _____
Dates _____ to _____		Jul 3 - Jul 10	\$ _____	Sep 11 - Sep 18	\$ _____
May 1 - May 8	\$ _____	Jul 10 - Jul 17	\$ _____	Sep 18 - Sep 25	\$ _____
May 8 - May 15	\$ _____	Jul 17 - Jul 24	\$ _____	Sep 25 - Oct 2	\$ _____
May 15 - May 22	\$ _____	Jul 24 - Jul 31	\$ _____	Oct 2 - Oct 9	\$ _____
May 22 - May 29	\$ _____	Jul 31 - Aug 7	\$ _____	Oct 9 - Oct 16	\$ _____
May 29 - Jun 5	\$ _____	Aug 7 - Aug 14	\$ _____	Oct 16 - Oct 23	\$ _____
Jun 5 - Jun 12	\$ _____	Aug 14 - Aug 21	\$ _____	Oct 23 - Oct 30	\$ _____
Jun 12 - Jun 19	\$ _____	Aug 21 - Aug 28	\$ _____		\$ _____
Jun 19 - Jun 26	\$ _____	Aug 28 - Sep 4	\$ _____		\$ _____

The above dates reflect Saturday to Saturday Lease Periods

* With A 2 P.M. Check In And 11 A.M. Check Out. *

Check In: _____ Check Out: _____

Please note if different from the usual 2 P.M. Check In & 11 A.M. Check Out

TERMS AND CONDITIONS FOR AUTHORIZATION

- Owner(s) hereby agrees to lease the property during the periods and for the price set forth above. Owner(s) 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. Under penalties of perjury, by signing below I declare to the best of my knowledge and belief, the name, address and taxpayer identification number that I have furnished correctly identifies me as the owner(s) of this property. If the owner(s) wishes to make changes to the rental authorization (ex. rental rates, amenities, etc.) after it has been signed by the owner(s) and processed by CENTURY 21 Mary Allen Realty, Inc., the change(s) will only be made if they are received by the CENTURY 21 Mary Allen Realty, Inc. rental program administrator in writing. **Acceptable forms of written notification include signed fax copies and e-mail from the email address written in above.** The requested change(s) will be included in the owner(s) authorization file. It is the owner(s) responsibility to confirm that the change(s) has been received and made. **If an owner(s) has any special notes or instructions for the tenants posted at the property, please provide our office with a copy so we can make it part of your rental authorization file.** (ex. refrigerator notes, etc...) **PLEASE POST THE GARBAGE/RECYCLING PICKUP DAYS, RULES AND REGULATIONS IN AN OBVIOUS LOCATION.**
- CENTURY 21 Mary Allen Realty, Inc. will receive rental payments on behalf of the owner(s). Once half of the rental payments have been received they will be forwarded within fifteen (15) business days after the funds have cleared our banking institution (other than dirt/damage and telephone deposits). The balance of the rental payments will be forwarded as noted above. The full amount of the agreed upon rental commission will be deducted prior to an owner(s) receiving the first half of the rental payment. CENTURY 21 Mary Allen Realty, Inc. strongly requests that a tenant(s) pay rental balances thirty (30) days prior to their check-in date and, if this occurs, owner(s) will be paid as soon as possible. If the tenant(s) elects to pay on the day of check-in, rental balances will be paid to the owner(s) at that time. Tenants pay our Office a \$40 processing fee on each lease.
- If a tenant must cancel a rental once the owner has received the deposit, the canceled rental period will be put back on the active rental market as an available rental period. If the canceled rental period is re-rented, the owner will refund the amount of the deposit received for this rental. Should the owner... a.) decide to use the rental property themselves, b.) allow other family members or friends to use the rental property, c.) agree to lease the rental property to a third party for a lesser amount without the consent of the canceling tenant, the owner will refund the amount of the deposit received. CENTURY 21 Mary Allen Realty, Inc. will, in all cases regarding cancelations, retain the rental commission.
- Owner(s) agrees to indemnify and hold the Broker completely harmless from any and all costs, expenses, attorney fees, lawsuits, liability, damages or claims for damages including but not limited to those arising out of any injury, death or damage to any property. **Owner(s) agrees to carry and pay for Public Liability Insurance.** Please check with your insurance agent for coverage details.
- If the owner(s) sells the authorized property prior to the lease holder(s) rental dates, you must make clear to the purchasing owner (s) the following; the purchasing owner(s) must provide to the lease holders all that has been agreed to in the rental authorization. The purchasing owner(s) must complete a CENTURY 21 Mary Allen Realty, Inc. rental authorization to receive any balance of rental monies not credited at closing. This is a requirement for IRS income reporting purposes. Also, the N.J.R.E.C. requires us to have a signed Rental Authorization from the current owner if payments and/or tenants are outstanding. It will not be the responsibility of CENTURY 21 Mary Allen Realty, Inc. to relocate leaseholders should the purchasing owner(s) want the property free of any lease(s). It will be the owner(s) and purchasing owner(s) responsibility to make these arrangements, provided the leaseholder will agree.

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6. This will authorize CENTURY 21 Mary Allen Realty, Inc. to sign leases as my Agent, and it is understood and agreed that they shall receive from me the rental commission as follows: 1.) _____ for exclusive rental authorizations or owner(s) who purchased through CENTURY 21 Mary Allen Realty, Inc. 2.) _____ for all non-exclusive rental authorizations on rentals made by this office and the same commission on any renewal leases, contracted within one year of the expiration thereof. 3.) _____ commission of the sales price will be due to CENTURY 21 Mary Allen Realty, Inc. in the event the tenant should purchase the leased premises during the term of any lease or within one year thereafter. However, if the homeowner(s) enters into a sales listing agreement, the sales listing agreement will take precedence over any sales commission rate or language regarding a sale that was otherwise agreed to in this authorization. Should an owner(s) change the rental authorization from an **exclusive** to a **non-exclusive**, the rental rate will change accordingly in the terms set forth above. The owner(s) understands that CENTURY 21 Mary Allen Realty, Inc. will begin attempting to lease this property upon the signing of this rental authorization by the owner(s). Normally, leases will be entered into by a prospective tenant and by CENTURY 21 Mary Allen Realty, Inc. before the owner(s) receives notification. Once a lease is signed by a prospective tenant and by CENTURY 21 Mary Allen Realty, Inc. on behalf of the owner(s) as expressly permitted above, a binding, enforceable contract for the lease regarding the premises and the period specified in the lease agreement will exist between the owner(s) and tenant. It is therefore the owner(s) responsibility to notify CENTURY 21 Mary Allen Realty, Inc. in writing prior to entering into any lease agreement, for the lease of the premises so that CENTURY 21 Mary Allen Realty, Inc. may properly notate its records to reflect that the premises is not available during the period where the owner(s) has entered in to a lease with a third party. In the event the owner(s) leases the premises that is the subject of this rental authorization without notifying CENTURY 21 Mary Allen Realty, Inc. in writing as set forth herein, then the owner(s) agrees that they shall indemnify and hold CENTURY 21 Mary Allen Realty, Inc. harmless from any lawsuit or claim including providing CENTURY 21 Mary Allen Realty, Inc. with defense to any such claim arising out of a "double lease" situation. **This provision shall apply regardless of when the lease is entered into by the Owner(s) and a third party.** If CENTURY 21 Mary Allen Realty, Inc. or its agents procure a rental for this property based on the premise of this authorization, the CENTURY 21 Mary Allen Realty, Inc. rental shall take precedence even as it applies to other Rental Agencies. CENTURY 21 Mary Allen Realty, Inc. recommends that owner(s) DO NOT provide beach badges as part of their rentals. Should there be a dirt/damage and/or telephone deposit, CENTURY 21 Mary Allen Realty, Inc. shall retain possession of the Dirt/Damage & telephone deposit collected from tenants. **CENTURY 21 Mary Allen Realty, Inc. cannot hold a Dirt/Damage Deposit for missing badges.** If an owner requests that a Dirt/Damage deposit of a tenants be held, the owner must notify our office within 72 hours after the tenant vacates the property, detailing the amount of Dirt/Damage deposit to retain. The owner(s) must deliver a written notice to CENTURY 21 Mary Allen Realty, Inc. within five (5) days after the tenants departure detailing, again, the amount of Dirt/Damage deposit to retain, a list of damages and itemized charges. If a cleaning person, service person, handyman, etc. must be paid for extra cleaning, damages, repairs, etc. allegedly resulting from the tenants whose Dirt/Damage deposit is being held, the owner must pay these people for their services. CENTURY 21 Mary Allen Realty, Inc. is not permitted to deduct these payments from the Dirt/Damage deposit while the deposit is being disputed. **If an owner(s) does not notify this office about a problem within the above mentioned time allowance, we will be obligated to return the tenants' Dirt/Damage deposit.** Telephone deposit goes back to the tenant 7 weeks after the tenant checks out if the owner(s) has not contacted CENTURY 21 Mary Allen Realty, Inc. CENTURY 21 Mary Allen Realty, Inc.'s holding and returning of the Dirt/Damage deposit will be in compliance with the N.J.R.E.C. rules and regulations set forth regarding these issues. The owner recognizes and understands that any dispute regarding security deposits are between the owner and the tenant. Any Dirt/Damage deposit issue must be settled within a 60-day period. If this matter is not able to be resolved, the owner should then file a claim with the Ocean County Small Claims Section or any other appropriate County Court that can hear the Small Claims case.
7. It is important that owner(s) provide us with appropriate emergency contact phone numbers. **Emergency phone # is** _____ . Only when an owner(s) cannot be reached, owner(s) authorizes CENTURY 21 Mary Allen Realty, Inc. to have repairs completed and deducted from the owner(s) funds. If an owner(s) remaining funds are not sufficient or if the owner(s) has a zero balance, the owner(s) agrees to forward within 7 days the necessary funds for the repair. I hereby acknowledge that I have read and completed in its entirety this rental authorization. **I further acknowledge that CENTURY 21 Mary Allen Realty, Inc. reserves the right to refuse a rental authorization if I make changes to the Terms and Conditions of the Rental Authorization.**

IMPORTANT DISCLOSURE: AS THE HOMEOWNER(S) 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. OWNER(S) PAYS ALL UTILITIES UNLESS OTHERWISE INDICATED ON THIS RENTAL AUTHORIZATION.

I hereby acknowledge that I have received Form #N.J.S.A 10.5-1 et seq. Memorandum dated October 2007 regarding New Jersey Law Against Discrimination and Federal Fair Housing Laws (see attached form)

Rental Agent for Owner(s)

Signature of Owner(s)

Date