



1505 NW Central Ave.
Seaside Park, NJ 08752

2017 RENTAL AUTHORIZATION FORM

www.villanorealtors.com

Office: 732-793-4663 * Fax: 732-793-0040



PROPERTY IDENTIFICATION			
Address	Unit #	Town	Max Occupancy

OWNER MAILING AND CONTACT INFORMATION		
Owner's Name(s)	Owner's Mailing Address	
Email Address		
Home Phone	Cell Phone	Office Phone
Emergency Contact & Phone #:		

PROPERTY INFORMATION																																	
Weekly Summer Rate:	\$	Property Type	Property Location																														
Security Deposit:	\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Single Family</td></tr> <tr><td><input type="checkbox"/></td><td>Condo</td></tr> <tr><td><input type="checkbox"/></td><td>Townhouse</td></tr> <tr><td><input type="checkbox"/></td><td>Multi Family</td></tr> <tr><td><input type="checkbox"/></td><td>Front Building</td></tr> <tr><td><input type="checkbox"/></td><td>Rear Building</td></tr> <tr><td><input type="checkbox"/></td><td>1st Floor</td></tr> <tr><td><input type="checkbox"/></td><td>2nd Floor</td></tr> <tr><td><input type="checkbox"/></td><td>3rd Floor</td></tr> <tr><td><input type="checkbox"/></td><td>Ground/Basement</td></tr> </table>	<input type="checkbox"/>	Single Family	<input type="checkbox"/>	Condo	<input type="checkbox"/>	Townhouse	<input type="checkbox"/>	Multi Family	<input type="checkbox"/>	Front Building	<input type="checkbox"/>	Rear Building	<input type="checkbox"/>	1 st Floor	<input type="checkbox"/>	2 nd Floor	<input type="checkbox"/>	3 rd Floor	<input type="checkbox"/>	Ground/Basement	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Ocean Front</td></tr> <tr><td><input type="checkbox"/></td><td>Ocean Block</td></tr> <tr><td><input type="checkbox"/></td><td>Bay Front</td></tr> <tr><td><input type="checkbox"/></td><td>Bay Block</td></tr> <tr><td><input type="checkbox"/></td><td>Lagoon Front</td></tr> </table>	<input type="checkbox"/>	Ocean Front	<input type="checkbox"/>	Ocean Block	<input type="checkbox"/>	Bay Front	<input type="checkbox"/>	Bay Block	<input type="checkbox"/>	Lagoon Front
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Pets Permitted: Yes or No if yes, pet security:	\$																																
<i>We recommend No - see clause 12 on pg 2.</i>																																	
Have you ever had pets in residence?	Yes or No																																
Winter Rental (Sept 2017-May 2017):	Yes or No																																
Winter Rental Monthly Rate (Plus Utilities):	\$																																
Will rent for the FULL season 5/20 - 9/2?	Yes or No																																
--If yes, seasonal rate: \$																																	
Will rent for the HIGH season 6/17 - 9/2?	Yes or No																																
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Can tenant hire cleaning service?	Yes or No																																
Do you have your own cleaning service?	Yes or No																																
If yes, enter cleaning amount to collect from tenant prior to occupancy: \$																																	
		# Bedrooms: _____																															
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Beach Badges:</td> <td>Yes or No</td> </tr> <tr> <td># of Badges:</td> <td>#</td> </tr> <tr> <td>Badge Location: <i>(select one)</i></td> <td>Kept at Property</td> </tr> <tr> <td colspan="2" style="text-align: right;"><i>*Recommended</i></td> </tr> <tr> <td colspan="2" style="text-align: right;">*Stored & distributed by Villano Realtors</td> </tr> </table>		Beach Badges:	Yes or No	# of Badges:	#	Badge Location: <i>(select one)</i>	Kept at Property	<i>*Recommended</i>		*Stored & distributed by Villano Realtors																					
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Electrical breaker box location: _____																																	

PROPERTY AMENITIES																								
# of Bathrooms				Bed Floor Location, Quantities and Sizes (K = King, Q = Queen, F = Full, S = Single, B = Bunk, S/D = Single/Double Bunk, D = Daybed)																				
1 st Fl		2nd Fl		Bedroom 1			Bedroom 2			Bedroom 3			Bedroom 4			Bedroom 5			Bedroom 6					
Qty	Type	Qty	Type	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size			
	½ Bath		½ Bath																					
	Tub		Tub																					
	Shower		Shower																					
	Tub/Shower		Tub/Shower																					

Central Air AC Units: # _____ Washer Dryer Dishwasher Microwave Televisions: # _____ Cable (Basic / Premium) High Speed Internet Jack Unlock Code: _____ Location: _____ Wifi - Network Name: _____ Passcode: _____ <i>WIFI is highly recommended</i> Stereo VCR - Qty: _____ DVD - Qty: _____ (we recommend) Coffee Maker Brand: _____ Blender Hand mixer Toaster	Tea Pot Large Serving Dishes Carving Knives Serving Utensils Dishes - Service for #: _____ Flatware - Service for #: _____ Pots and Pans Large/Lobster Pots Iron and Ironing Board Ceiling Fan(s) Pillows Blankets High Chair Crib/Port A Crib Black Trash Bags (for curb side disposal) Cleaning Supplies Vacuum & Broom Floor mop Futon or Sofa Bed (Circle One) Size: _____	Outside Shower - Hot & Cold Outside Shower - Cold Only Outside Shower - Shared Outdoor Space Outdoor Tables/Chairs Outdoor Umbrella Grill - Natural Gas Grill - Charcoal Grill - Propane -Propane - Filled by owner -Propane - Filled by tenant -Propane - Tenant reimbursed w/receipt BBQ Tools & Brush Pool - Above or Inground Dock Boat Slip - Size: _____ Fee: _____ Off-street parking # of spaces: _____ House Door Entry Code: _____ Alarm Code: _____
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PROPERTY AVAILABILITY					
Please indicate the weeks you wish to rent by indicating price. Weeks marked 100% are prime weeks which command the highest rents. If you are interested in renting other weeks we recommend the appropriate percentage listed. For example, if you rent for \$1,000 per week in the season and you would like to rent 5/20 - 5/27, we recommend \$500.					
5/20 - 5/27	\$ _____	50%	7/1 - 7/8	\$ _____	100%
5/27 - 6/3	\$ _____	50%	7/8 - 7/15	\$ _____	100%
6/3 - 6/10	\$ _____	50%	7/15 - 7/22	\$ _____	100%
6/10 - 6/17	\$ _____	75%	7/22 - 7/29	\$ _____	100%
6/17 - 6/24	\$ _____	100%	7/29 - 8/5	\$ _____	100%
6/24 - 7/1	\$ _____	100%	8/5 - 8/12	\$ _____	100%
8/12 - 8/19	\$ _____	100%	8/19 - 8/26	\$ _____	100%
8/26 - 9/2	\$ _____	100%	9/2 - 9/9	\$ _____	75%
9/9 - 9/16	\$ _____	50%	9/16 - 9/23	\$ _____	50%

SIGNATURE:	DATE: PLEASE INITIAL & SIGN PAGE 2
BROKERS SIGNATURE:	Is your property listed with another agency? YES or NO
Are you interested in selling your property?	If yes, please list agency name(s):

FOR INTERNAL USE: CHRIS

VR #:

KEY #:

LOT #:

BLOCK #:



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INITIAL	#	CLAUSES
	1	If this authorization is shared with other real estate companies, VILLANO REALTORS® WILL HAVE THE SOLE RIGHT FOR SIGNAGE ON THE FRONT PORTION OF THE PROPERTY.
	2	OWNERSHIP: All persons signing this authorization as owners represent that they are either owners of record or are authorized by the owners to sign this authorization and that they have the legal right to lease the subject property and will produce a document indicating same (Power of Attorney). They also will acknowledge receipt of the Summary of the NJ Law Against Discrimination, dated December 15, 1999, as printed and attached to this authorization.
	3	COMMISSION: The commission to Villano Realtors® on the gross rent is 10% due and payable upon landlord's receipt of tenant's first deposit. Should said tenant commit to re-leasing in the following seasons a commission of 10% is due and payable upon the tenancy. In the event the title is passed to the tenant within 18 months of lease termination a sales commission of 4% is due and payable to Villano Realtors® at closing of title. In the event the Broker, Villano Realtors®, rents the property after it has previously been rented by the owner or sharing Agency without written notice to Villano Realtors®, the owner will pay the applicable commission to the Villano Realtors.
	4	INSURANCE: Owner shall provide adequate proof of liability insurance and hold Villano Realtors® harmless against any potential litigation.
	5	GOVERNMENTAL INSPECTIONS: Owner is solely responsible for the required inspections by government authority of the town/state in which property is located, i.e. CO (Certificate of Occupancy), or NJ State multiple dwelling properties inspection requirements. By signing this authorization, owner is representing that all required inspections have been applied for and/or completed by the commencement of each lease for this subject property.
	6	EXCLUSIVE REPRESENTATION: Villano Realtors® strongly recommends exclusive representation to best market and successfully book rentals for this upcoming summer season. This will avoid misrepresentations and double bookings. Villano Realtors® exclusive rental listings will get first preference for internet marketing presence.
	7	EMERGENCY ESSENTIALS: Villano Realtors® shall not have any responsibilities for managing the property for any tenancy. Owners must provide the tenant with a written list of names of persons and/or companies responsible to handle any emergencies and should be posted on the refrigerator with a copy kept on file in our office. Instructions for fuses or circuit breaker panel should be included with emergency information.
	8	CLEANING AND GENERAL HOUSEKEEPING SUPPLIES: It is helpful to the tenants if you have basic cleaning supplies available along with mops, brooms, vacuum and grill cleaning tools so that the tenant is able to leave the property in the same condition as they found it. A supply of light bulbs, and fuses (if applicable) should be part of your housekeeping inventory. We also inform the tenants that there are cleaning services available if you permit. If you hired a service for the season, please let us know.
	9	WALK-THRU AND SECURITY DEPOSIT(S): The owner shall have SOLE responsibility to perform a walk-through upon the tenant's departure at 11:00 a.m. The tenant should be notified immediately in writing if any damages are found. The owner shall also have SOLE responsibility to return the security check in the proper time frame (14 days from departure) which is specified in the lease. The return should never exceed the 14 th day. If any repairs are required and deducted from the security deposit you must (landlord) send the balance (if any) along with a letter of explanation with receipts or estimate of repairs.
	10	If Villano Realtors® is not previously notified in writing that subject property was rented by owner Or other source, then the rental booked by Villano Realtors® shall have priority over any other Rental either by owner or sharing agency.
	12	PETS We recommend that you do not permit pets due to risk of allergens for incoming tenants and the possible infestation of fleas.

I (we) have read and understand and agree to the Villano Realtors® SUMMER RENTAL AUTHORIZATION AGREEMENT and my (our) signature(s) below attests to my (our) commitment to this agreement.

Name (please print): _____ Date _____

Signature: _____

Brokers' Signature: _____

Comments or Additional Instructions: