VILLANO REALTORS
732-793-HOME

1505 NW CENTRAL AVENUE, SEASIDE PARK, NJ 08752
PHONE: 732-793-4663 FAX: 732-793-0040

2019 RENTAL SEASON

Hello,

Enclosed is the 2019 Rental Authorization Form, NJ Attorney General Statement and our Rental Marketing Plan. Please complete and return so we can present your property on our website with the most current information and it will give us the authority to send leases.
Our goal to send out leases is based upon receipt of your Authorization Form. We would like to have leases in the mail by 9/15/18 so it is of utmost importance you return this form to us ASAP.
For your convenience, we have included a return stamped envelope to return your form.

The following amenities should be offered:

- **Wifi/High Speed Internet** - Wifi is now considered a staple. Families like it for entertainment, online shopping, emails and their work agenda. (Post network Name and Password near the Router) We recommend retaining cable company's network name & password - it is printed on the label.
- **Beach Badges** - For those of you who do not offer badges please consider it. You will be more competitive with those properties that do. We recommend enough badges for max occupancy of property.
- **TV's & DVD's** - Two or more TV's are recommended. The extra TV's and DVD's provide activities for children and guests to enjoy after beach hours or on inclement weather days.
- **Cable** (the minimum – should be family package)
- **Grill** - Family size outdoor grill in like-new condition (not a camping or portable size). *If propane gas we recommend that you have a spare back-up tank.*
- **Pillows - *New pillows yearly (very important)***

The following maintenance should be done on a yearly basis prior to summer to encourage and retain tenants and to ensure your summer rentals are without issues.

- A fresh coat of paint
- A new appliance,(small counter appliance like a Keurig or toaster)
- Check to make sure all appliances are in excellent working order.
- Clean and comfortable mattresses - w/new bedbug resistant mattress cover. **NOT PLASTIC!**
- A new piece of furniture
- Clean crisp bathrooms – New Shower Curtain and Liner
- Welcoming outdoor space w/furniture in good condition (no rust or dented frames)
- Air conditioner filters changed and, if central, a yearly maintenance service appointment should be scheduled to check filters and freon..
- Cleaning supplies (for the tenant's use)
    - Extra light bulbs, batteries in sizes that fit your various battery operated items
    - Broom and dust pan
    - Bag-less vacuum cleaner
    - Toilet bowl cleaner

(OVER)

SIDE 2

- **Trash/Recycling** - 3 trash cans and 3 recycling cans and supply of black bags
  We give the Garbage & Recycling schedules to the tenants but landlords should post the schedule in an obvious location in the rental units.
  This will enable your tenants to be more attentive which eliminates brimming over trash and recycle cans. The incoming tenants become very unhappy when they have to dispose of departing tenant's garbage and recycling. If the exiting tenant has left over garbage and recycling which has to be hauled away it is an extra charge of $100 to the exiting tenant..

Villano Realtors® **strongly recommends exclusive representation** to best market and successfully book rentals. With our state-of-the-art software system incorporated on our website our prospective tenants can see the available weeks which expedites bookings. We also have another site which is called VRBR (Vacation Rentals by Realtors) from which we gain more leads for our rental properties. Our goal is to book your property every week of the season. With your assistance, we have a better chance in attaining our goal.

If there is interest in a week that is already rented at your address, we try to switch your booked tenants to another week that is available. We document any interest so that we have their name as a back-up for a particular rented week in the event it becomes available. **It is imperative that you immediately notify us in writing If you have scheduled your own guests or tenants for any summer week. We need to immediately know this so we do not double book. We appreciate your cooperation in this matter. (Please read reverse side of the "Rental Authorization" for policy)**

As a reminder, we have the tenants make the rent, security checks and cleaning fee (if applicable) payable to the landlords. **It is the landlord's TOTAL RESPONSIBILITY to INSPECT the property and RETURN THE SECURITY within TWO (2) weeks after the expiration of the tenant's lease. If there are any damages or repairs required as a result of the tenant's negligence then a letter of explanation with required receipts and the balance of the security (if any) should be returned (maximum of two weeks). *Conscientious tenants abide by the time clauses in the lease and they expect that the landlords should do the same with the return of their security. If security deposits are returned late, it could discourage the return of good tenants for the following season.***

CLEANING POLICY: Cleaning services will be handled directly by the landlords. If you would like recommendations for cleaning services, please call our office. It is the sole responsibility of the landlord to book and confirm the cleaning schedule with the service you have chosen. You do need to inform us if you are using a service and if the cleaning fee is to be included in your lease as a separate charge or incorporated in your rent. Please notate that on the 2019 Rental Authorization Form.

CERTIFICATE OF OCCUPANCY INSPECTIONS:
If you have previously rented your property, the town will send you a rental permit application to be completed and returned. If you will not be able to meet the inspector, you should notate on your rental permit application that you want Villano to setup an inspection date and time and you MUST let us know to do so. If this is not done, the CO Office will not inspect unless someone is responsible for access. It is very important that your house is ready for inspection with functioning smoke detectors, carbon monoxide detectors and installed fire extinguishers. If there are any violations you will be charged a fee for re-inspection. If you have any interest in renting off season or thru the winter (September 15, 2019 through May 15, 2019), please notate your interest in the appropriate area on the Rental Authorization Form and PAY for an ANNUAL INSPECTION fee for your rental permit instead of a seasonal.

I would like to thank you for having the confidence in our company to market your rental property and I look forward to representing your rental property for the 2019 season.

Sincerely,

Sherry Villano

Shirldine (Sherry) Villano Broker/Owner
Enclosures: 2019 Rental Authorization Form, 2019 Marketing Plan, NJ Attorney General Statement

VILLANO REALTORS
732-793-HOME

BEST OF THE ASBURY PARK PRESS best! OCEAN COUNTY
READERS CHOICE CONTEST 2016

VILLANO REALTORS® RENTAL MARKETING PROGRAM
For Owners/Landlords

- We require a formal "2019 Rental Authorization Form" signed by landlord/owner.
- We require three (3) sets of keys. (Two for Tenants and One for Villano Realtors Office).
- The commission is 10% of aggregate summer rental amount.
- Lease, security checks and cleaning fee (if applicable) are made payable directly to the Owner. There are no 1099's sent to Owner at the end of the year.
- **MARKETING:**
    - Photographs of exterior and interior posted on company website www.villanorealtors.com. where you will get world wide exposure. With our state-of-the-art software system incorporated on our website our prospective tenants can see the available weeks which expedites bookings. We also have an additional website which is called VRBR (Vacation Rentals by Realtors) from which we gain more leads for our rental properties.
    - Photo's are published within 3 business days.
    - Please review photographs and let us know if you have made changes to the property and would like the photographs updated.
    - We personally accompany every prospect through our rental properties so we can point out the amenities and safeguard the security of your home. We do not give keys out to prospects to access your home without a member of the Villano staff accompanying.
    - We send letters to our previous tenants and prospects from prior seasons to consider booking their preferred time slot before the New Year.
    - We encourage our tenants to rebook for the following season so they have the opportunity for the same time frame the following summer. We give our **"Advance Property REQUEST"** cards for each tenant to complete and submit. A lease is sent to the tenant to be signed and returned to our office with a deposit.

SERVICES:

- Every rental listing is important to us and is handled in an identical manner.
- An annual walk-thru by VILLANO REALTORS® is offered to suggest any improvement/repairs that might be needed to expedite summer rentals for owner. Please let us know if you are interested in our input.
- Reservations, lease preparation, payment tracking are done in our Office.
- All property security deposits are **solely** handled and returned by property owners.

OVER

Page 2 - VILLANO REALTORS® RENTAL MARKETING PROGRAM

- **CERTIFICATE OF OCCUPANY (RENTAL CO) ASSISTANCE**

  If you have previously rented your property, the town will send you a rental permit application to be completed and returned. If you would like us to arrange for the CO inspection, please let us know. When you send your completed application to the Code Enforcement Office you should notate on the rental permit application that Villano Realtors will make an appointment for inspection date and time. If this is not done, the CO Office will not inspect unless someone is responsible for access***. Please let us know you have requested us to do so.***

  It is utmost important that you have your home ready for inspections with working Smoke and CO detectors and Fire Extinguishers hung in kitchen. If any violations are found it will cost additional fee for a re-inspection.

- We encourage our owners to hire a cleaning service. Cleaning services will be handled directly by the owners. We have the name and phone number of these services and we will be happy to share. If you were satisfied with the service you previously used, please contact them directly and book them for the current season. Direct payment and communication between landlord and cleaning service companies is a more effective and efficient contracting method eliminating miscommunication. It is the sole responsibility of the owner to book and confirm the cleaning schedule with the service chosen. You DO need to inform us if you are using your own cleaning service and if you require the tenant to pay the fee in addition to the rent and security. Please note this information on the 2018 Rental Authorization Form.

- We have a "Resource List" with names of contractors in every category. If you should need any repairs or consultation call our office and we can suggest several names for your purpose. The service contractors from our list respond in an expeditious manner as we do supply them with ample business through the year. The people on the "Resource List" are people who have been highly recommended by our clients.

- Upon check-in we give our tenants a logo'd beach bag including a new booklet specifically designed for our tenants including info on garbage & recycling, current tri-area events, recreation, restaurant, important town phone numbers and general info. Also included are bags of salt water taffy.

- We require tenants to sign-in upon check-in with name, cell number and email.

- We require tenants to sign a receipt for the number of keys given. If any keys are lost a $25.00 fee is assessed for each. We also require beach badge receipts to be signed (if it pertains to the property) and if they are lost a $70.00 fee is assessed for each badge.

- We have received the Asbury Park Press "2012, 2013, 2014, 2015, 2016 and 2017 "Reader's Choice Best Real Estate Company Awards for Ocean County" for the last 6 years.
  We thank all of our clients for their vote of confidence.

VILLANO REALTORS
732-793-HOME
1505 NW Central Ave.
Seaside Park, NJ 08752

2019 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

PROPERTY INFORMATION

Weekly Summer Rate:	$
Security Deposit:	$
Pets Permitted: Yes or No if yes, pet security: *We recommend No -see clause 11 on pg 2.*	$
Have you ever had pets in residence?	Yes or No
Winter Rental (Sept 2019-May 2020):	Yes or No
Winter Rental Monthly Rate (Plus Utilities):	$
Will rent for the FULL season 5/18 – 8/31? --If yes, seasonal rate:	Yes or No $
Will rent for the HIGH season 6/15 – 8/31? --If yes, seasonal rate:	Yes or No $
Can tenant hire cleaning service?	Yes or No
Do you have your own cleaning service? If yes, enter cleaning amount to collect from tenant prior to occupancy:	Yes or No $

Property Type

	Single Family
	Condo
	Townhouse
	Multi Family
	Front Building
	Rear Building
	1st Floor
	2nd Floor
	3rd Floor
	Ground/Basement

Bedrooms: _____

Bathrooms: _____

Property Location

	Ocean Front
	Ocean Block
	Bay Front
	Bay Block
	Lagoon Front

Beach Badges:	Yes or No	
# of Badges:	#	
Badge Location: *(select one)*		Kept at Property
*Recommended		*Stored & distributed by Villano Realtors

Electrical breaker box location: _____

PROPERTY AMENITIES

# of Bathrooms

1st Fl Qty	1st Fl Type	2nd Fl Qty	2nd Fl Type
	½ Bath		½ Bath
	Tub		Tub
	Shower		Shower
	Tub/Shower		Tub/Shower

Bed Floor Location, Quantities and Sizes (K = King, Q = Queen, F = Full, S = Single, B = Bunk, S/D = Single/Double Bunk, D = Daybed)

Bedroom 1			Bedroom 2			Bedroom 3			Bedroom 4			Bedroom 5			Bedroom 6		
Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size	Flr	Qty	Size

	Central Air
	AC Units: #_____
	Washer
	Dryer
	Dishwasher
	Microwave
	Televisions: #_____
	Cable (Basic / Premium)
	High Speed Internet Jack Unlock Code: _____ Location: _____
	Wifi - Network Name: _____ Passcode: _____ *WIFI is highly recommended*
	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 & 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: _____

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 5/18 – 5/25, we recommend $500.

5/18 – 5/25	$_____	50%	6/29 – 7/6	$_____	100%	8/10 – 8/17	$_____	100%
5/25 – 6/1	$_____	50%	7/6 – 7/13	$_____	100%	8/17 – 8/24	$_____	100%
6/1 – 6/8	$_____	50%	7/13 – 7/20	$_____	100%	8/24 – 8/31	$_____	100%
6/8 – 6/15	$_____	75%	7/20 – 7/27	$_____	100%	8/31 – 9/7	$_____	75%
6/15 – 6/22	$_____	100%	7/27 - 8/3	$_____	100%	9/7 – 9/14	$_____	50%
6/22 – 6/29	$_____	100%	8/3 – 8/10	$_____	100%	9/14 – 9/21	$_____	50%

Is your property listed with another agency? YES or NO If yes, please provide names: _____

Are you interested in selling your property ? YES or NO

FOR INTERNAL USE: CHRIS VR #: KEY #: LOT #: BLOCK #:

VILLANO REALTORS 732-793-HOME

1505 NW Central Avenue
Seaside Park, NJ 08752
Phone: 732-793-4663
Fax: 732-793-0040

2019 Rental Authorization Page 2

#	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 14th 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.
11	**PETS** We recommend that you do not permit pets due to risk of allergens for incoming tenants and the possible infestation of fleas.
12	**Property owner(s) acknowledges they have read and will abide the attached NJ Attorney General's Housing Discrimination Laws.**

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:

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
OFFICE OF THE ATIORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION ON CIVIL RIGHTS
P.O.Box 089
Trenton, NJ 08625-0089

JOHN J. HOFFMAN
Acting Attorney General

CRAIG SASHIHARA
Director

TO: Property Owners

FROM: John J. Hoffman, Acting Attorney General, State of New Jersey
Craig Sashihara, Director, NJ Division on Civil Rights

DATE: August 2013

SUBJECT: Housing Discrimination Laws

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, actual or perceived physical or mental disability, ancestry, nationality, domestic partner status, or source of lawful income used for mortage or rental payments. It is also illegal to place any advertisement or make any statements or utterances that express, directly or indirectly, any limitations to offer housing 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 mortage 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 subsidy.

- A "No Pets" rule cannot be enforced to prevent a person with a disability from using a service animal such as a guide dog. A landlord may not charge a tenant with a disability an extra fee for keeping a service animal.

- 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[1]:

- 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.

For more information about the LAD and Fair Housing Amendments Act of 1988, or if you have other questions about discrimination in the sale or rental of real property, including how to report a complaint, please review our website **www.NJCivilRights.gov** or call our Housing Hotline at **(866) 405-3050**. Please contact us if you would like the Division on Civil Rights to provide training on the subject of housing discrimination. Thank you.

John Jay Hoffman
Acting Attorney General

Craig Sashihara
Director, Division on Civil Rights

[1] 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.