



Dear Rental Property Owner:

Another summer season has passed us by, and many of our owners enjoyed a "No Vacancy" season in 2013! Attached is your 2014 Rental Listing Agreement form. **Please fill it out completely including maintenance information and your e-mail address** and return it to us as quickly as possible in the enclosed self-addressed envelope. The owners who return their completed rental listing agreements promptly are the ones who fill up first and renters are ***NOW*** looking for next season!

Please take note of the following items:

- **Social Security Number.** When filling out your Rental Listing Agreement form, include your Social Security or Tax Identification number for 1099 purposes. Our computer bookkeeping system will only generate a check if a correct Social Security Number or Tax ID number is attached to your name.
- **Keys.** We need **five working sets** of keys for your property. If you are unaware of your key count, please call our office today. Unfortunately, we cannot add you to our rental program unless we have 5 sets of keys.
- **Photos.** If you have interior photos of your unit that you would like posted on our website, please send them to us in jpg. format via email to [callowayrealty@aol.com](mailto:callowayrealty@aol.com). This is the only way we can *guarantee* interior shots.
- **Security deposits are for DAMAGES only.** You may request additional deposits as noted on the Rental Agreement (ie. \$200 security deposit, \$100 phone deposit). It is your responsibility to return these deposits to the tenants promptly. We will continue to collect the security deposit for owners who have promptly returned deposits in the past.
- **Security deposit checks** will be made payable to the owner and sent as a separate check with the final rental payment. ***The security deposit checks should be deposited or cashed.*** A check should be written from your account to refund the tenant's deposit. Our system cannot re-issue a check.

**Please note, it is MANDATORY if offering your home for rent, per Township officials, that we obtain a copy of your Mercantile License/s for our records. These are normally obtained in March of the rental year so when they become available please forward one copy to us at your earliest convenience. Rental monies can not be disbursed without a current 2014 mercantile license on file per this requirement.**

Thank you for allowing us to serve you. If you have questions, please contact our office. Our professional staff would be glad to assist you in any way we can.

Sincerely,

A handwritten signature in dark ink that reads "Jerry Freal". The signature is fluid and cursive, with a long, sweeping underline that extends across the name.

Jerry Freal  
Broker/Owner

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**RENTAL LISTING AGREEMENT - 2014**

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

**Owner Information**  
 Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Social Security/Tax ID: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Local Phone: \_\_\_\_\_  
 Fax Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Change over inspection by ?  Owner  Other  
 Appliance Repairs: \_\_\_\_\_  
 Electrician: \_\_\_\_\_  
 Plumber: \_\_\_\_\_  
 Air Conditioning: \_\_\_\_\_  
 Cleaning: \_\_\_\_\_  
 Make check payable to: \_\_\_\_\_  
 Unit Phone #: \_\_\_\_\_

**Maintenance Information**

Bedrooms  
 Baths  
 Half Baths  
 Occupancy Limit  
 Sleeps

**Amenities**

- A/C Central
- A/C Window
- Beach Tags
- Boat Slip
- Ceiling Fans
- Clothes Dryer
- Clothes W/D Coin-op
- Clothes W/D Shared
- Clothes Washer
- Coffee Maker
- Deck
- Deck Furniture
- Dishwasher
- DVD Player
- Elevator
- Garage
- Grill
- Handicap Accessible
- Iron
- Ironing Board
- Microwave
- No Smoking
- Ocean View
- Outside Shower
- Parking 1 Car
- Parking 2 cars
- Pets Allowed
- Phone
- Phone Restricted
- Pool
- Pool/Kiddie Pool
- Porch
- Toaster
- Toaster oven
- TV 1
- TV 2
- TV 3
- TV/Prem Channels
- Vacuum
- Wireless Internet

Please fill in any missing information.

**Bedding Information**

Single Bed  
 Double Bed  
 Queen Bed  
 King Bed  
 Bunk Beds  
 Cot  
 Queen Sofa  
 Full Sofa  
 Futon

Please indicate the number of each type of bed.

Place an "X" beside the amenities your property features.

| Week     | Rate  | Week     | Rate  | Week     | Rate  | Week     | Rate  |
|----------|-------|----------|-------|----------|-------|----------|-------|
| 05/17/14 | _____ | 06/28/14 | _____ | 08/09/14 | _____ | 09/20/14 | _____ |
| 05/24/14 | _____ | 07/05/14 | _____ | 08/16/14 | _____ | 09/27/14 | _____ |
| 05/31/14 | _____ | 07/12/14 | _____ | 08/23/14 | _____ | 10/04/14 | _____ |
| 06/07/14 | _____ | 07/19/14 | _____ | 08/30/14 | _____ | 10/11/14 | _____ |
| 06/14/14 | _____ | 07/26/14 | _____ | 09/06/14 | _____ | 10/18/14 | _____ |
| 06/21/14 | _____ | 08/02/14 | _____ | 09/13/14 | _____ | 10/25/14 | _____ |

**Fill in your rates for the appropriate weeks.**

Please provide us with the following information about your rental Check - In  Saturday  Sunday Unit # \_\_\_\_\_

Minimum rental period  Weekly  Seasonal. Will you rent for the Memorial Day Weekend?  Yes  No

If seasonal rental is desired and not obtained by March 15th, please provide us with your weekly rate.  
 Weekly \$ \_\_\_\_\_ Seasonal Rate \$ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Telephone Deposit \$ \_\_\_\_\_  
 No deposit required on restricted use telephone. Phone usage Restricted?  Yes  No

If seasonal rental, are utilities included?  Yes  No Will you rent to working groups?  Yes  No

Are you considering selling your property?  Yes  No

Maintenance and Repair bills will be sent directly to Owner. All maintenance and repair telephone calls on the property will be on a collect call basis.

The rental rates are subject to a commission fee of 12 Percent of the gross rental received.  
 Said commission is deemed earned at the time of the signing of the lease.

We will place a rental sign on your property unless you indicate otherwise.

We will advertise your rental property on the Internet unless you indicate otherwise.

SECURITY DEPOSITS AND TELEPHONE DEPOSITS WILL BE SENT TO THE OWNERS OF WEEKLY RENTAL PROPERTIES. IT WILL BE THE RESPONSIBILITY OF THE OWNER TO RETURN ALL DEPOSITS TO TENANTS WITHIN ONE WEEK FROM THE DATE OF CHECK - OUT. TELEPHONE DEPOSITS ARE TO BE RETURNED AS SOON AS THE BILL IS RECEIVED. (BUT NO LATER THAN ONE MONTH AFTER CHECK - OUT). YOU WILL BE SUPPLIED WITH TENANT'S ADDRESS TO REFUND DEPOSITS. IF YOU DO NOT RETURN DEPOSITS IN A TIMELY MANNER, TENANTS WILL BE GIVEN YOUR NAME, ADDRESS, AND TELEPHONE NUMBER TO CONTACT YOU DIRECTLY. THIS PRACTICE IS IN KEEPING WITH ALL OF THE OTHER BROKERS IN THE AREA.

Please supply us with any weeks that you have rented to date. \_\_\_\_\_  
 Other agencies renting for you are as follows \_\_\_\_\_  
 Other information \_\_\_\_\_

Here is my signature agreeing to list my property for rent with Calloway Realty.

X \_\_\_\_\_ Date \_\_\_\_\_  
 Owner's Signature(s) \_\_\_\_\_

STATE OF NEW JERSEY  
DEPARTMENT OF LAW & PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL

PETER VERNIERO  
ATTORNEY GENERAL

TO: Owners of Real Property  
SUBJECT: New Jersey Law against Discrimination and Federal Fair Housing Laws

The rules of the New Jersey Real Estate Commission require every licensed broker or salesperson with whom you are listing your property for sale or for rent to give you a copy of this legal memorandum. The purpose of this is to help you comply with the New Jersey Law against Discrimination ("LAD") and federal laws which prohibit discrimination in the sale or rental of real property.

Together, the LAD and the Fair Housing Amendments Act of 1988 prohibit you from discriminating against a prospective buyer or tenant because of his/her race, creed, color, national origin, sex, marital status, affectional or sexual orientation, familial status, actual or perceived physical or mental handicap, ancestry, or nationality. (Note: "familial status" refers to families with a child or children under 18 years old and/or pregnant women. "Handicapped" includes persons afflicted with AIDS or HIV or perceived to be afflicted with AIDS.)

The following are some of the requirements which apply to the sale or rental of your property:

1. All persons, regardless of their membership in one of the protected classes state above, are entitled to equal treatment in the terms, conditions or privileges of the sale or rental of any real property (e.g., it is illegal to deny that housing is available for inspection, sale or rent when it really is available).
2. No discriminatory advertising of any kind relating to the proposed sale or rental is permitted.
3. The broker or salesperson with whom you list your property must refuse the listing if you indicate any intention of discriminating on any of the aforesaid basis.
4. The broker or salesperson with whom you list your property must transmit to you every written offer he/she received for your property.
5. Any provision in any lease or rental agreement prohibiting maintenance of a pet or pets on the premises is not applicable to a service or guide dog owned by a handicapped, blind or deaf tenant.
6. A landlord may not charge a handicapped, blind or deaf tenant an extra fee for keeping a service or guide dog.
7. As a landlord, you must permit a handicapped tenant, at his/her own expense, to make reasonable modifications to the existing premises, if such modifications are necessary to afford such person full enjoyment of the premises.

The sale or rental of all property including open land, whether for business or residential purposes, is covered by the LAD, with the following exceptions:

1. The rental of a single apartment or flat in a two-family dwelling, the other occupancy unit of which is occupied by the owner as his residence or the household of his/her family at the time of such rental.
2. The rental of a room or rooms to another person or persons by the owner or occupant of a one-family dwelling occupied by him/her as his/her residence or the household of his/her family at the time of such rental.
3. In the sale, lease, or rental of real property, preference given to persons of the same religion by a religious organization.

However, these exceptions do not apply if the dwelling was built or substantially rebuilt with the use of public funds, or financed in whole or in part by a loan or a commitment for a loan guarantee or insured by any agency of the federal government. The term "any agency of the federal government" includes, but is not limited to, the Federal Housing Administration (FHA) or the Veterans Administration (VA), which are most commonly used in such matters. In addition, discrimination in connection with some of the transactions covered by the above exceptions is nevertheless prohibited under Federal Civil Rights Act of 1866 (4 U.S.C. SS1981, 1982). However, the prohibition against discrimination on the basis of familial status does not apply to housing for older persons (as defined in the "Law Against Discrimination" at N.J.S.A. 10:5-5mm) where at least one occupant of the dwelling is at least 55 years old.

Brokers and salespersons are licensed by the New Jersey Real Estate Commission. Their activities are subject to the general real estate laws of the State and the Commission's own Rules and Regulations.

The New Jersey Law Against Discrimination applies to all people in the state and is enforced by the Division on Civil Rights in the Department of Law and Public Safety.