



Dear Homeowner,

Thank you so much for allowing myself and my agents to partner with you in renting your home.

Please find enclosed, a rental Authorization form, a rate sheet, as well as an easy outline to what your responsibilities as an owner are. Please complete and return these forms at your earliest convenience. You may e-mail them to our Rental Department directly at c21capemay@gmail.com, mail them to our office at 1382 Lafayette St. Cape May, NJ 08204, or fax them to our office at 609-884-4844.

Once your rates have been received our office can begin booking for next year! Should you need additional copies of any of these forms, simply visit www.c21rentaldepartment.com and click on the link that you need.

Thank you again for choosing Century 21 Gilmartin and Company.

Take Care,

Joseph T. Gilmartin
Owner/ Broker
Century 21 Gilmartin and Company
1382 Lafayette St, Cape May NJ 08204

Century 21 Gilmartin and Company
1382 Lafayette Street
Cape May, NJ 08204

www.c21rentaldepartment.com

Phone: (609) 884-1800
Fax: (609) 884-4844
Toll Free: (800) 648-5558

Rental Listing Authorization

Owner Name:

Home Phone:

Checks Payable To:

Work Phone:

Tax ID (ending with):

Home Fax:

Local Phone:

Work Fax:

Pager

Cell Phone

Email

Login

Password

Property ID:

Key Number:

Listing Agent:

Address:

Condo:

HOA:

Comments:

Co-Listing Brokers:

(Please include yourself as owner if you want to be called with rentals.)

Occupancy Limit:

Pets:

Smoking:

Bedrooms

Full Baths:

1/2 Baths:

3/4 Baths:

Sq. Feet:

Amenities:

Sign on Property:

No Pets Accepted

of Owner Cat(s)

Sofa Beds (Double)

Sofa Bed (King)

Portable Cribs

Pyramid Beds Full

Den

Stove

Toaster Oven

Food Processor

Dining Capacity (Outside)

Wall AC

of AC Units

Utils Incl. Off Season

Electric

Water Heated (Oil)

Pet Free

King Beds

Smoke Free

Bunks

Futons

Pyramid Beds Queen

Kitchen

Oven

Disposal

Crock Pot

Central A/C

Evaporative Cooler

of Ceiling Fans

Utils Incl. In Season

Gas

Phone Activated

Allow Pets

Queen Beds

Sofa Beds (Queen)

Trundles

Day Beds

Pyramid Beds

Gourmet Kitchen

Dishwasher

Coffee Maker

Keurig

Central AC (One Level)

Dehumidifier

of Standard Fans

Gas Heat

Propane

Long Distance Block

Owner Pets on Premises

Double Beds

Sofa Beds (Single)

Rollaways

Day Beds Full

Loft

Full Size Refrigerator

Microwave

Blender

Convection Oven

AC Split System

Ceiling Fans

Utils Included

Electric Heat

Oil

Unlimited Long Distance in US

of Owner Dog(s)

Single Beds

Bunk - Double

Cribs

Day Beds Queen

Air Mattress

Mini Refrigerator

Toaster

Lobster Pot

Dining Capacity (Inside)

Window A/C

Standard Fans

Utils Not Incl.

Oil Heat

Water Heated (Propane)

Washer

Dryer

Garage

Cable TV

Blu-Ray Player

iPod Dock

Community Pool

Private Sauna

PoolTags

Furnished

Vacuum-Central

Comm. Outside Shower

of Fireplaces

Pool Table

Association Tennis

of Bicycles

W/D (Shared)

of Garage Spaces

of Parking Spaces

of Blu-Ray Player

High Speed Internet

Pool is heated

Community Sauna

Elevator

Unfurnished

Baby Equipment

Enclosed Outside Shower

Woodstove

Ping Pong Table

Private Exercise Room

Beach Equipment

W/D Coin Operated

Parking

Cable TV (Expanded)

Satellite Radio

Wifi

Indoor Pool

Private Hot Tub

Linens Provided

Storage Area

High Chair

Walk in Shower

Ferry Tickets

Game Room

Comm. exercise Room

Beach Badges

Maid Service

Essentials

Kayak

of Sun/Open Deck(s)

Private Yard

Elevator to Ground

Virtual Tour

Silverware

Beach Chairs

Dining Table

of SmartTV

Video Games Provided

Cots

Cleaning Practices

Limited Maid Service

Boat Dock/Slips

Paddleboat

Lawn Area

Open/Covered Porch

Handicap Grab Bars

Mattress Pads

Dinnerware

Beach Umbrella

Kitchen Island

Computer Monitor

Free Wifi

of Outside Showers

Cleaned Disinfectant

Room Service

of Boat Dock/Slips

Sun/Open Deck

Fenced Yard

Screened Porch

Handicap Interior

Cleaning Supplies

Cooking Utensils

of Dishwasher

of Washer

Printer

Paid Wifi

Outdoor Firepit

No Person to Person contact

Emergency Exit

Association Pool

Beach Umbrella

Handicap Access

Parking Comments:

Boat Slip Comments:

Security Deposit:

1st Misc:

2nd Misc:

3rd Misc:

Maintenance Information:

Ph:

Ph:

You are hereby given permission to list for rent the above property under the terms and conditions as written or any other terms and conditions to which I may later agree in writing. I agree to pay you a commission of 12% (unless other wise agreed) upon the rental of the property; said commission to be deducted from each rental payment. If I as the owner rent the same rental unit to a tenant secured by you in any succeeding year, I agree to pay you the professional service fee stated above. Owner understands and agrees that this fee is solely for the purpose of securing tenants and does not include property management services. Specifically not included are property inspections for which owner accepts full and complete responsibility. Tenants may be secured through third party vendors, the lease is still considered to be executed by a real estate broker. "Executed by a real estate broker" means that the real estate broker performs all the services necessary to carry out the rental. For example, a real estate broker advertises the rental listing, solicits renters, assists in referrals, negotiates and executes rental agreements, collects rent, etc. See N.J.S.A. 45:15-3. The rental is excluded from the definition of "transient accommodation" and is not subject to Sales Tax, the State Occupancy fee, or any other occupancy tax, assessment, or fee when the following four criteria are satisfied: The rental is executed by a real estate broker licensed by the New Jersey Real Estate Commission; and The keys or other means of physical entrance to the property are provided to the renter at the location of the offsite real estate broker; and The rental property is private residential property; and No common hotel services such as maid service, room service, or linen-changing service are provided.

Use Previous Year's Rates: ☐ Yes ☐ No

Owner's Signature

Date

PLEASE COMPLETE THE ATTACHED RATE SHEET, AND INCLUDE ANY ADDITIONAL INFORMATION OUR OFFICE SHOULD NEED.



HOME OWNER'S RESPONSIBILITIES

We want your home to be a positive representation of all the hard work you have put into it. This list helps us assure our office can help you as quickly and efficiently during our busy season.

1. To maintain a current "Mercantile License".
2. To complete all rental forms as quickly and accurately as possible. Notify our office **immediately** if there are any changes in the information (number of beds, addition of amenities, etc).
3. To provide our office with at least 3 sets of keys prior to the beginning of each rental season. Keys lost by tenants will be replaced by our office at the tenant's expense, any keys lost by home service providers will be replaced at the owner's expense.
4. To provide our office with an emergency telephone number at which someone; other than you, with decision making authority can be reached in the event you are unavailable. This number should also be listed on your Rental Authorization Sheet.
5. Consider posting "HOUSE RULES", or creating a welcome book so tenants understand any house-specific information such as heating or cooling

instructions, TV and WiFi information, and when trash or recycling is to be put out for removal. *Our office will gladly create a convenient Welcome Book for your home, just let one of our friendly rental agents know.*

6. To provide a sufficient number of 'household items including cookware, utensils, cleaning supplies, trash cans, etc. A suggested inventory list has been provided with your Rental Authorization Form.

7. To ensure that rental property is thoroughly cleaned and ready for occupancy no later than 30 min prior to check in on the date the lease begins. Also, to assure the premises are free from insects and other pests. This may require a regular maintenance program. We also suggest having appliances serviced prior to the beginning of the rental season and maintain them in good working condition to avoid breakdowns, inconvenience to tenants, and costly emergency repair calls. A suggested cleaning and turn-over checklist has been provided with your Rental Authorization Form.

8. To inform the Broker **IMMEDIATELY** anytime a rental period becomes unavailable., including homeowner stays or bookings with other offices. This can be done by phone 609 .884.1800, or e-mail **c21capemay@gmail.com**

Thank you in advance for all your hard work and diligence. Feel free to contact our office with any questions or concerns.



2022 RENTAL RATES AND FEES

May	
Week	Rate
7-14	
14-21	
21-28	
28-4	

August	
Week	Rate
6-13	
13-20	
20-27	
27-3	

June	
Week	Rate
4-11	
11-18	
18-25	
25-2	

September	
Week	Rate
3-10	
10-17	
17-24	
24-1	

July	
Week	Rate
2-9	
9-16	
16-23	
23-30	
30-6	

Off Season		Min Night Stay
Month	Rate	Weekend only?

Please be sure to complete second page.



Cleaning Fee _____

Cleaner's name _____

Security Deposit _____

Pet Fee (if applicable) _____

Is this a "per pet" fee? _____

Daily Rate _____ Min Night Stay _____

I understand I must notify Century 21 Gilmartin and Company in writing if any of my rates or fees change.

Owner Signature _____

Any information can be sent to c21capemay@gmail.com

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

We have compiled a list of our most requested items for you to use as a suggested inventory list in your rental property. Quantities are based on an occupancy of 4. This form can be a handy tool at the beginning of each rental season to keep track of your property's inventory levels.



Item Description	Suggested Quantity	Quantity Beginning Season	Quantity At end Of Season
Kitchen/Dining			
Dinner Plates	8		
Luncheon/Salad Plates	8		
Soup/salad/cereal bowls	8		
Sugar and Creamer Set	1		
Salt and Pepper Shakers	1		
Large Salad Bowls	1		
Serving Platters	3		
Beverage Pitcher	1		
Small Glasses	2		
Medium Glasses	8		
Large Glasses	8		
Flatware Service for 8	8		
Assorted Knives for food prep	4		
Serving Spoons	2		
Serving Forks	2		
Dish Towels	4		
Wash Cloths	4		
Pot holders/Hot plates	4		
Paper towel holder	1		
Trash Can and Recycle Can	1 each		
Large Frying Pan with Lid	2		
Medium/ Small frying Pan with Lid	2 each		
Sauce Pan with lid	2		
Oversized spaghetti pot with lid	1		

Broiler Pan	1		
Cookie Sheets	3		
Baking Pan	1		
Casserole Dish with Lid	1		
Large Lasagna Dish	1		
Microwave	1		
Toaster	1		
Blender	1		
Electric Hand Mixer	1		
Coffee Maker	1		
Glass or Metal Mixing Bowl Set	1		
Measuring Cup and Spoon Set	1 each		
Hand Can Opener	1		
Bottle Opener	1		
Ladle, Spatula, Wooden Spoon	2 each		
Slotted Spoon, Peeler, Corkscrew	1 each		
Tongs, Colander, Grater	1 each		
Bathroom			
Waste Basket (each Bathroom)	1		
Toilet Brush (each Bathroom)	1		
Plunder (each Bathroom)	1		
Roll of Toilet paper	2		
Box of Tissues	1		
Bedding and Linens			
If supplying linens, 1 set per bed is suggested.			
Mattress Cover	1		
Blanket	1		
Pillows (1 twin, 2 double/Queen or King)			
Pillow Protectors	Each pillow		
Pillow Cases	1 each		
Bead spread	1		

Bathmat	1		
Bath Towel	8		
Beach Towel	4		
Bedroom- Master			
Reading Lamp	1		
Alarm Clock/iPhone Dock	1		
Wastebasket	1		
Plastic Hangers	20		
Additional Bedrooms			
Reading Lamp	1		
Alarm Clock/iPhone Dock	1		
Wastebasket	1		
Plastic Hangers	10		
Living Room/Den			
TV and Remote It is also suggested any user information be supplied.	1		
Additional DVD/Gaming System	1		
Cable Box/Smart TV options	1		
Seating for occupancy	Per home		

These items are merely suggested, and not mandatory. Please also keep in mind, having extra batteries, lightbulbs, and cleaning supplies are highly recommended.