



RENTAL LISTING AGREEMENT

OWNER INFORMATION

- 1. Owner: _____
- 2. Social Security / Federal ID #: _____
- 3. Mailing Address _____
- 4. Email Address _____
- 5. Phone: (H) _____ Fax: _____ Cell: _____
- 6. Local Phone: _____
- 7. Make Rental Checks Payable to: _____

IN CASE OF EMERGENCY: (Contact the following)

- | | |
|------------------------------|---------------------------|
| 1. Weekend Emergency # _____ | 2. Appliance Repair _____ |
| 3. Plumber _____ | 4. Electrician _____ |
| 5. Cleaning _____ | 6. Handyman _____ |
| 7. A/C Repair _____ | 8. Other _____ |

Owner authorizes Longstaff Real Estate and Development to undertake repairs, replacements, or cleaning up to a maximum of \$200.00 for each incident. For repairs, replacements or cleaning exceeding this sum, Longstaff Real Estate and Development must obtain permission of Owner. Longstaff Real Estate and Development will endeavor to contact the Owner and utilize the services of the above contractors for any such work.

PROPERTY INFORMATION

- 1. Address _____
- 2. Unit Telephone # _____
- 3. Minimum Rental Period _____
- 4. Security Deposit Yes No Amount _____
- 5. Term of Listing _____
- 6. Other Realtors if any _____

AMENITIES (Indicate Number of Each if Applicable). The amenities shall remain as set forth below unless otherwise advised in writing by Owner.

Number of Bedrooms

Number of Baths

Occupancy Limit

<input type="checkbox"/> Television	<input type="checkbox"/> Air (C or W)	<input type="checkbox"/> Twin Beds	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Storage	<input type="checkbox"/> Coffee Pot
<input type="checkbox"/> Washer	<input type="checkbox"/> Pets	<input type="checkbox"/> Double Beds	<input type="checkbox"/> Iron & Board	<input type="checkbox"/> Garage	<input type="checkbox"/> Microwave
<input type="checkbox"/> Dryer	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> Queen	<input type="checkbox"/> Porch/Deck	<input type="checkbox"/> Grill	<input type="checkbox"/> Jacuzzi
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> DVD	<input type="checkbox"/> King	<input type="checkbox"/> Porch Furn.	<input type="checkbox"/> Parking	<input type="checkbox"/> Cots
<input type="checkbox"/> VCR	<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Sofa Bed	<input type="checkbox"/> Outside Shower	<input type="checkbox"/> R Phone Serv	

1. **Rental Listing Agreement.** Owner represents that the Owner is the Owner of the Property or authorized by the Owner of the Property to sign this Rental Listing Agreement and the Owner has the legal right to lease the Property. In consideration of the services to be performed by the above Rental Agent, the Owner does hereby authorize and give Longstaff Real Estate and Development a listing to lease this Property at the prices listed or for any other price for which the Owner may agree. The term of this Rental Listing Authorization is for the



period set forth above. If this is a non-exclusive listing and other real estate agencies are authorized to lease this Property on behalf of the Owner, The Owner has designated the other rental agents above.

2. **Rental Payment Collection and Disbursement.** Longstaff Real Estate and Development shall collect on behalf of Owner all rental payments and security deposits required. All such funds shall be placed in Longstaff Real Estate and Development's Trust Checking Account (a non-interest bearing account) prior to disbursement. Owner acknowledges that any payment shall not be disbursed to the Owner until a reasonable time after such funds have cleared the account of the Rental Agent.
3. **Commission.** Owner agrees to pay Longstaff Real Estate and Development a commission of 12% (20% on all non-family group rentals). All payments are to be collected by Longstaff Real Estate and Development and the commission shall be deducted from each installment of rent received by Longstaff Real Estate and Development. In the event Longstaff Real Estate and Development has made a payment to the Owner, which the Tenant withdraws or otherwise cancels such that Longstaff Real Estate and Development never receives the funds, the Owner agrees to reimburse Longstaff Real Estate and Development for any such funds. Longstaff Real Estate and Development may deduct such reimbursement from any funds of Owner held or received by Longstaff Real Estate and Development. Owner understands and agrees that the commission fee is solely for the purpose of securing tenants and does not include property management services. Longstaff Real Estate and Development is not a Property manager. Owner is solely responsible for all Property inspections. In addition, in the event a tenant procured by the Longstaff Real Estate and Development purchases or leases the Property from the Owner within two (2) years of the date of the lease, the Owner agrees to pay Longstaff Real Estate and Development a commission of 12% for the rental 7% for the purchase.

AS LESSOR AND/OR SELLER, YOU HAVE THE RIGHT TO INDIVIDUALLY REACH AN AGREEMENT ON ANY FEE, COMMISSION OR OTHER VALUABLE CONSIDERATION WITH ANY BROKER, NOT FEE, COMMISSION OR OTHER CONSIDERATION HAS BEEN FIXED BY ANY GOVERNMENTAL AUTHORITY OR BY ANY TRADE ASSOCIATION OR MULTIPLE LISTING SERVICE.

4. **Security Deposit.** The owner understands and agrees that the security deposit may be automatically refunded ten (10) days after termination of the lease unless otherwise directed by the Owner to Longstaff Real Estate and Development in writing. The Owner is solely responsible for monitoring the condition of the Property and advising Longstaff Real Estate and Development, in writing, as to the disposition of the security deposit within the time period required. Notwithstanding the foregoing, if a telephone deposit is paid, it will automatically be refunded sixty (60) days after termination of the lease unless otherwise directed by the Owner in writing to Longstaff Real Estate and Development. In the event of any dispute, the Owner authorizes the release of the Owners address and contact information.
5. **Non-Refundable Tenant Processing Fee.** The undersigned Owner understands and agrees that the broker under this contract (Longstaff Real Estate and Development) may charge a non-refundable tenant-processing fee to the tenant under each lease. This fee represents the efforts of Longstaff Real Estate and Development in processing the rental application of the tenant. The undersigned Owner understands that the broker (Longstaff Real Estate and Development) represents on the Owner in this rental transaction and the commission to Longstaff Real Estate and Development in this agreement as well as the tenant-processing fee represent compensation from both parties for the rental transaction. This fee will be deducted from the first payment made by the tenant.
6. **Owner Indemnification.** Owner hereby indemnifies Rental Agent for any and all claims, losses and expenses, including reasonable attorney's fees, incurred in connection with the rental of the Property, including the holding or release of any security deposit or the placement of real estate signs on the Property. Owner hereby authorizes Longstaff Real Estate and Development to release the security deposit to the tenant as set forth in this listing agreement. Owner understands and agrees that Longstaff Real Estate and Development is acting as Rental Agent only and is not a manager of the Property.
7. **Sign Authorization.** Owner hereby grants Longstaff Real Estate and Development the authority to erect a rental sign on the property. The Owner acknowledges that the Owner is aware of the Ocean City, New Jersey municipal ordinances governing real estate signs. The Owner further acknowledges that no other broker has been given the authority to place a real estate sign on the Property, which would result in violation of the Ocean City, New Jersey ordinances governing real estate signs. The Owner is solely responsible for any and all violations of municipal ordinances in regard to the placing of real estate signs on the Property.

