



6201 New Jersey Avenue
Wildwood Crest, NJ 08260
609.729.8840

www.cabrererealty.com

10100 Pacific Avenue
Diamond Beach, NJ 08260
609.729.2226

www.diamondbeachrealty.com

2012 Island Wide/ General

Rental Listing Agreement

We're Real Estate & more... We're your friends at the shore!



6201 New Jersey Avenue
Wildwood Crest, NJ 08260
609.729.8840 office 609.729.8844 fax

10100 Pacific Avenue
Diamond Beach, NJ 08260
609.729.2226 office 609.729.2228 fax

Dear Rental Home Owner,

We would like to take this opportunity to thank you for your interest in our rental program.

This guide offers the “tools” necessary for successful rental management. You will see that our dedication in providing exceptional services to both homeowner and our guests is the basic philosophy of our company. We strive to provide a “hassle free”, approach to rental management. This is conveyed to our guests as well, ensuring them a quality vacation rental, in which, any issue that may arise is handled in a professional, timely fashion.

Innovative advertising, broad quality services, and customer satisfaction lead to success!

Whether you are looking to buy or sell property, rent your investment home, or need property management services, Cabrera Realty has a program to meet your real estate needs.

Thank you for your business!

Don Jeanine

Don & Jeanine Cabrera, Owners
Cabrera Realty, LLC



Homeowner

Rental Guide

Homeowner Rental Guide

Cancellation Policy

In the event of a cancellation by a tenant the following policy will apply:

30 days or more (prior to arrival date): deposit shall be refunded to tenant less the administration fee and \$100. cancellation fee payable to the Broker.

*Security deposits are refunded in full to the tenant in the event of a cancellation.

Under no circumstances may an owner cancel a reservation that has been placed by Cabrera Realty. The only exception is in the event the property sustains catastrophic damage, leaving the property inhabitable.

Tenant Security Deposits

A minimum \$200 security deposit is collected on all reservations/leases. Security deposits are escrowed by **Cabrera Realty** in a non-interest bearing escrow account. The purpose of the security deposit is to protect the owner against misuse and damage to the property.

In the event the tenant chooses to purchase **Property Damage Protector Insurance** offered in conjunction with our tenant services, Cabrera Realty will waive the security deposit as the tenant has obtained insurance to cover the cost of any possible misuse or accidental damage. As an additional precaution Cabrera obtains a Credit Card for each tenant in case insurance does not cover certain damages.

In the event the owner or owner's contractor discovers the damage, owner must notify Cabrera Realty within 1 week of the tenant's departure as to the nature of the problem. The owner must provide Cabrera Realty with a statement of the issue, photos and any and all bills, invoices, or receipts incurred as a result of the problem. As required by law we must provide the tenant with this information within 30 days of their departure.

It is at the owner's discretion as to whether Cabrera Realty will facilitate the repair or replacement in conjunction with our Maintenance Program (as outlined on page 7), or to coordinate the repair with an outside contractor.

In the rare occurrence the cost of the damage/repair exceeds the security deposit we will attempt to collect the remaining balance from the tenant. If we are unable to collect said funds, the owner will be responsible for the additional cost of the repair/replacement or be responsible for collection of the funds from the tenant directly. Cabrera Realty is not responsible for the collection or payment of said funds.

Cabrera Realty will not retain security deposit funds unless it can be determined, **with certainty**, that the tenant caused the damage. Deductions will not be made from security deposits for normal wear and tear. Normal wear and tear would include, but not be limited to, small stains/spots on carpeting, marks on walls, sofa bed frames, small tears in screens, scratches/spots on counter tops, adjustments to vertical blinds/window coverings, dirty upholstery, damaged drawer slides, broken locks/handles/knobs, etc.



Homeowner Rental Guide

Rental Rates

Rental rates will be determined by the vacation homeowner, with guidance from Cabrera Realty. Cabrera Realty encourages our vacation home owners to complete the rate schedule and provide nightly rates as well as weekly and/or seasonal pricing.

Any owner marketing for a seasonal tenant will be advertized in that manner until June 1st. In the event a seasonal tenant has not been secured the vacation rental will be added to the weekly rental program and advertised in that manner.

If you do not desire nightly rentals, leave the nightly rental amount blank on the rate schedule for the applicable season. Please be aware that if nightly rental amounts are not provided to Cabrera Realty the vacation home will not be included in nightly promotions and packaging geared to shorter stays.

Availability Calendar

The vacation homeowner agrees to make 4 prime season weeks available to Cabrera Realty for rental. Prime season is defined as July and August. Please strike all unavailable dates on the enclosed availability calendar.

Upon receiving the listing package, Cabrera Realty will block the dates the owner has requested. Cabrera Realty will provide the owner with a web link, username, password, and instructions to access the availability calendar. **IT IS THE OWNER'S RESPONSIBILITY TO CHECK AVAILABILITY AND BLOCK ANY UNAVAILABLE DATES FOR THEIR USE OR THE USE OF THEIR TENANT!** The availability calendar is directly connected to our rental software and is utilized to determine what properties are available for the requested time period. All unblocked time periods are considered available for rental and will be marketed accordingly as our software offers real time availability to our clients.

In the event the owner is unable, for any reason, to maintain their availability calendar the owner **must fax (609.729.8844) or email (rentals@cabrerarealty.com) Cabrera Realty rental agent** in order to verify availability or to block requested dates.

If the vacation home owner has listed their property with additional agencies for rental, it is the homeowner's responsibility to update their online availability calendar or notify Cabrera Realty of any outside agency reservations. Cabrera Realty will email the **owner** upon securing a reservation and will update the online availability calendar accordingly. **It is the owner's responsibility to notify any outside agencies of reservations procured by Cabrera Realty.**

Rental Schedule

All vacation homes will be placed on either a Saturday to Saturday, or Sunday to Sunday rental schedule. Cabrera Realty will advise the owner of the schedule upon acceptance of the rental listing.

Check In and Check Out:

Check in and Check out will occur at the Cabrera Realty office. Check in is between 3pm and 5pm on the indicated date of arrival. Check out is no later than 10am on the date of departure. All owner occupancy and/or owner clients must adhere to the same Check in and Check out times.



Homeowner Rental Guide

Administration Fee

Cabrera Realty charges a non-refundable administration fee to the **tenant** on all reservations. This is to off - set administrative and marketing costs incurred by the Broker.

Property Compliance

Owner certifies his property meets all fire codes for renting and complies with all applicable federal, state and local laws and ordinances. Please provide our office with a copy of the Mercantile License and/or fire inspection as required. If owner is uncertain of requirements, please contact our office.

Owner is to provide us with a copy of any/all rules & regulations of condo and/or homeowners associations and/or pool, common area usage regulations. Owner agrees to post these regulations and information in the vacation home, in an area that can be viewed easily by guests.

Condition of Property

At least thirty days prior to the rental season, the owner should have all utilities turned on in his/her name, including cable. The owner is responsible for the cost of all utilities for weekly/nightly rentals. For seasonal and year round rentals, the cost of utilities shall be paid for as was mutually agreed upon by owner and tenant. All heating, air conditioning, electrical, plumbing, and mechanical systems should be checked to make sure they are in good working order.

All home inventory items must be in the vacation home prior to April 1st. In the event the vacation home is not equipped with the proper inventory, Cabrera Realty will replace the inventory and bill the owner the cost of the items plus the applicable service fee.

Repairs from previous wear and tear such as touch up painting, carpet cleaning, torn screens, window coverings, etc. should be completed prior to the first occupancy.

Owner is to provide at **least** two outside trash cans for regular trash, at least one can for glass and cans, and one can for paper recyclable trash. All trash cans should be labeled for intended use, and indicate property address and/or condo number. Trash and recycling days are to be posted in the property so the tenant may put trash to curb.

Spring Cleaning

In order to offer consistence in quality, we require that all residences complete a spring cleaning. The spring cleaning may be completed by our team or subcontracted to an outside contractor. If we are not completing this service please notify our office upon the completion of the cleaning so that we can perform a walkthrough of the unit prior to occupancy.

Spring cleaning should be completed prior to May 1st. This includes cleaning inside and outside of cabinets, woodwork, walls, ceiling fans, windows, light fixtures, appliances, ovens and closets, under and behind furniture, and inside sofa beds. For complete Spring Cleaning check list please visit www.CleanTeamWW.com.

All personal items including towels, linens, blankets and food items should be removed or locked up.



Homeowner Rental Guide

All personal items including towels, linens, blankets and food items should be removed or locked up.

Remember to replace all smoke detector batteries, remote control batteries and light bulbs so as not to incur additional charges during the rental season.

Tenant Dissatisfaction/Inability to Check-in

Cabrera Realty accurately describes our vacation homes, providing photos, online inventories, and opportunities to physically view the property. Occasions do arise when a tenant is dissatisfied with a rental property or a major problem occurs with the property that cannot be abated in a timely fashion. Should this occur, our first course of action will be to accommodate the tenant in a reasonable manner so as not to lose the rental income for the owner. Using our discretion, we will compensate the tenant up to 20% of the rental, chargeable to the owner. Should this fail, we will contact the owner to determine if an alternate solution can be found.

In the event the tenant decides to vacate the property, Cabrera Realty will return to the tenant the rental amount paid for the nights not stayed or in extreme circumstances the entire rental amount.

If a tenant is unable to check-in to the property, on the check-in date due to causes such as the property has been damaged by fire, flood, hurricane, other natural disasters, break down of major mechanical system and/or other significant damage; or if access bridges or roads are closed or impassable due to fire, flood, hurricane, natural disaster, or otherwise, Cabrera Realty shall refund to tenant the paid rental amount. We will not, however, make refunds to tenants due simply to rainy and/or inclement weather.

Cabrera Maintenance Fees

For work orders, special projects, and outside of contract work	Standard hourly rate per hour	Emergency Rate per hour
Skilled/Professional/Owner	\$50.00	\$100.00
Unskilled job/Laborer/Admin Asst.	\$35.00	\$75.00
Minimum Charge Per Visit	\$35.00	



Frequently Asked Questions

- 1. Why should I list with Cabrera Realty?** Cabrera Realty values its owners and vacation renters. We provide the owner with exemplary rental assistance, maintenance, property management, cleaning services and sales options. We are a reputable and well-established real estate company servicing North Wildwood, Wildwood Crest and Diamond Beach. Many of our vacationers are repeat tenants as they are welcomed and cared for throughout their stay.
- 2. How do I list my unit?** Just complete our Listing Agreement in a timely fashion so that we can begin renting the unit as soon as possible. If you would like to submit your own written property description, please send it in with the listing agreement. Our Rental Specialist will take it from there and place your property on our website, pooling potential clients and securing reservations.
- 3. What paperwork is required from me?** We will require the Listing Agreement and all documents tabbed in yellow, W-9 form, Spring Cleaning Check List and a current Mercantile License. Forms are available on the Cabrera website: www.cabrerarealty.com. A Mercantile License and a Fire Inspection are required in order for you to rent your unit. If you do not comply, you will be subject to fines.
- 4. How does Cabrera market and advertise my rental property?** Our marketing is through electronic means such as email blasts, search engines, pay per clicks, and through other partner websites. Please consult your vacation specialists for more information.
- 5. How many keys do you require that I provide for your office?** Each owner provides 4 sets of working keys with fobs for all locks. If you are using Cabrera Clean Team, we require 5 sets. We ask that each key be tested prior to bringing them to the office to insure proper accessibility.
- 6. Once I list my property, how long does it take before it is online?** Once we receive your agreement, we visit the property, take photographs for the website, confirm the seasonal rates, and then upload the property in our Rental Program.
- 7. When do I receive my checks?** By the 15th of each month, owners receive a statement and a net rental proceeds check for all reservations/leases for which a tenant has checked out in the previous month. The monthly statement will outline all deductions to rental proceeds, e.g. leases checking out between 8/1-31 will be paid by 9/15.
- 8. What happens if an issue arises in my unit during a rental?** Typically, the vacationer notifies our office about the issue and we in turn place a call to the owner to report the issue. At that point, a decision is made on how to best handle the issue, offering suggestions or repair/service contractors should the situation warrant. If the homeowner cannot be reached, we will remedy the situation if it is interfering with the tenant's vacation. Additional expense may be incurred.
- 9. Will you give out keys to my renters?** We offer a Plus Program to any owner who is listed in our rental program. We provide your tenant with a welcome packet including property map, parking tags, and keys for the rental unit. We also respond to maintenance issues and provide your guest with an emergency hotline phone number for after hours issues that they might encounter. The cost of this additional service is \$300.00 for the entire rental year.



Frequently Asked Questions

10. What do I do if there is damage to my unit? The cleaning service that is contracted for your unit must notify us immediately of any damages to your unit. We will immediately assess the damage, take photographs and contact the tenant about the problem and how it will be dealt with going forward. We will not release any deposit until an agreement with the owner and tenant is reached. This process is only applicable to a Cabrera tenant not and owner tenant.

11. Should I provide linens and towels? No, this is not necessary. Our website and rental contracts state that linens and towels are not provided. If you provide them and they are removed or left unwashed, we will not hold the tenant responsible.

12. How do I let my tenants know about the rules of the property? Rules should be posted in your unit which include recycling and trash procedures. You should also provide specific instructions for your TV/DVD/cable set-up. Be sure to include the settings that any of your components require. Many homeowners provide binders with helpful information and resources so that renters can enjoy their vacations – and the area – to the fullest. Operating instructions for A.C., grills, sound systems and internet passwords are also useful pieces of information to provide to your renters.

13. Is it advantageous to provide TV's and DVD players in the bedrooms? Yes! Vacationers today have DVD's in their cars and are accustomed to this convenience, and many specify wanting a rental unit with this feature.

14. Should I provide internet connection for my renters? This is an advantageous selling point for your property.



Rental Listing Agreement- page 1

BETWEEN:

Cabrera Realty, LLC
Realtor is a licensed Real Estate Broker in the State of New Jersey

And:

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Phone: _____ Cell Phone: _____

For the Property located:

Address: _____ Unit: _____

City: _____ State: _____ Zip: _____

Building Name/ Association: _____

The terms of the Rental Listing Agreement are as follows:

- 1) Cabrera Realty is the rental agent for the above listed property. This contract will begin on the date signed and end 12/31/12. Cabrera Realty is authorized to market and enter into leases/reservations on behalf of the owner, for the available time period indicted on the completed availability calendar. Cabrera Realty shall be paid a _____% commission on the gross rental amount of all leases obtained by Cabrera Realty. Said commission is paid as deposits/payments are recieved.
- 2) Either party has the right to terminate this agreement. Notification of cancellation of this contract must be received in writing. In the event the contract is canceled by the owner, or is canceled due to non compliance of the owner of the terms listed, the owner shall be subject to a \$200 cancellation fee. Cancellation fee payable to Cabrera Realty for administrative set up cost. If leases have been procured for the property prior to the cancelled contract, the owner **must honor** all terms and conditions, including but not limited to commission and cleaning as outlined in this agreement.
- 3) Owner authorized Realtor, prior to Realtor's execution of this Agreement, to inspect the condition and contents of the Property. Cabrera Realty reserves the right to deny participation in the rental program if the property does not comply with the required standards for tenant occupancy.
- 4) Rental rates and length of occupancy shall be outlined and agreed upon by all parties. In the event an agreement cannot be reached regarding rates and length of stay this contract shall be null and void. The owner agrees to provide Cabrera Realty with a minimum of 4 prime season weeks (July & August) for rent. Rate schedule is completed and made part of this listing agreement.
- 5) Upon receipt of software login information, owner agrees to manage their availability calendar and notify any outside Broker of rented/blocked time period as outlined in the "Cabrera Vacation Home Owners Guide". In the event the owner is unable to access the availability calendar for any reason, owner agrees to speak with a Cabrera Realty rental agent prior to reserving/blocking their property or agreeing to honor another Broker's rental. Once a reservation is taken by Cabrera Realty, Owner may NOT block the reserved time period.

Initial: _____



Rental Listing Agreement- page 2

- 6) In the event the property is “double booked” by the Owner or an outside Broker, the Cabrera Realty tenant shall take priority. Cabrera Realty will under “no circumstances” relocate their client due to “double booking”.
- 7) It is Cabrera Realty’s policy to not move any occupant after reservation is confirmed. However, in rare circumstances, *and subject to the approval of the change by the tenant*, Cabrera Realty will relocate the tenant. Cabrera Realty reserves the right to charge Owner a rate of **\$500.00** for any occupant move required.
- 8) In the event an occupant, upon arrival at the Property, notifies Realtor that the Property is unsatisfactory to the occupant for any reason, Realtor shall have the right, in Realtor’s sole discretion, to relocate the occupant to another Property and Owner shall have no claim against Realtor for lost profits resulting from such relocation.
- 9) The Owner agrees to the *Tenant Cancellation Policy* as outlined in the “Policies, Rules, & Procedures” section of the Listing Agreement (page 10, paragraph 1).
- 10) Owners rental checks will be mailed monthly (within 3 weeks after each rental). The monthly statement will outline all deductions to rental proceeds. (ex. Leases checking out between 8/1 to 8/31 will be paid by 9/15)
- 11) The owner is responsible for providing the required inventory for the property. Inventory must be in the vacation home prior to the first occupancy. Owner authorizes Realtor to purchase missing inventory items and arrange repairs deemed necessary for the marketing or occupancy of the property. Any purchases or repairs shall be invoiced on the owners’ statement or billed directly to the owner.
- 12) Realtor may at its discretion, refund occupants for circumstances or conditions which adversely affect the occupancy of the Property, including, but not limited to, air conditioning, heating, hot water heater, and any appliance failure. Owner hereby grants Realtor full authorization to make said decision and hereby waives and releases Realtor from any and all claims relating to same.
- 13) If applicable, owner agrees to the *Cabrera Maintenance rates*.
- 14) If applicable, owner understands and agrees to the *Cabrera Cleaning Service* rates as has indicated participation/ non participation on the Property Information/ Inventory/Optional Services Form ”
- 15) Owner agrees to honor *Cabrera Realty’s Check In/Check Out* times as outlined in the “Cabrera Home Owners Rental Guide”.
- 16) Occupants procured by Realtor shall remain the clients of Realtor. Realtor shall be entitled to receive commission for any rental agreement entered into between Owner and tenant.
- 17) Realtor shall be entitled to receive a sales commission of six percent (6%) of the purchase price of the Property for any conveyance of the Property by Owner to any occupant procured by Realtor who enters into an Agreement of Sale within one year after the occupant’s check-out.
- 18) The property shall be available for inspection to prospective sales, rental customers, Realtor staff, and appointed contractors, during normal business hours, even when occupied, without requiring the consent or notification of Owner.

Initial:



Rental Listing Agreement- page 3

- 19) During the term of this contract, Owner, at his sole cost and expense, shall carry and maintain a Home Owner's Insurance policy. Such insurance shall have liability coverage in the amount of at least \$1,000,000. per occurrence. Owner shall provide Cabrera Realty with a Certificate of Insurance stating that the insurance policy is in force and effect and cannot be cancelled without at least sixty days prior notification by the insurer. It is recommended that the owner speak with his insurance agent about content, renters, and loss of revenue coverage.
- 20) Owner is required to provide all licensing and permits as required at the Federal, State and Local level.
- 21) Owner shall advise any prospective purchaser of the Property of the terms of this Agreement.
- 22) In the event the tenant is denied usage of common area amenities due to non-payment of assessments or fees, the Owner agrees to permit Cabrera Realty to deduct any outstanding assessments or fees due to the Association from any rental income due to owner and to forward same to Condominium Association, if necessary. Cabrera Realty reserves the right to charge a fee of \$100.00 to the owner for each transaction in this regard.
- 23) Realtor is acting as transaction agent only and shall not be liable to Owner for fulfillment of any terms or payment of a reservation/lease. Realtor is not responsible and cannot be held liable for any damage to real or personal property or any stolen items. Realtor cannot be held liable for any work or services performed by third parties, such as independent contractors, handymen, companies including but not limited to carpet cleaning, appliance repair etc. Owner also agrees to indemnify and hold harmless Cabrera Realty for any and all claims made by tenants or any person or entity concerning the property, including but not limited to any claim of negligence or gross negligence
- 24) The terms of this Agreement shall be binding upon and insure to the benefit of the parties hereto and their legal representatives, successor, heirs and assigns.
- 25) The following documents are made part of this Rental Listing Agreement: Agency Disclosure, Homeowner Rental Guide, Rate Schedule, Property Inventory/Optional Home Owner Services Form, and Availability Calendar.
- 26) By signing the listing agreement, you acknowledge your approval to accept credit card payments for deposits and payments on rentals.

OWNER: _____ DATE: _____

OWNER: _____ DATE: _____

AGENT: _____ DATE: _____

Realtor received _____ sets of keys on _____

Realtor Signature: _____



Rental Information

Building:			
Address:			Unit:
City:	<input type="checkbox"/> Diamond Beach, NJ <input type="checkbox"/> Wildwood, NJ <input type="checkbox"/> Wildwood Crest, NJ <input type="checkbox"/> North Wildwood,NJ <input type="checkbox"/> Other: _____		
Location:	<input type="checkbox"/> Ocean Front Unit <input type="checkbox"/> Ocean Front Building <input type="checkbox"/> Beach Block <input type="checkbox"/> Beach Side <input type="checkbox"/> Bay Side		
Type:	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi Family <input type="checkbox"/> Town House <input type="checkbox"/> Condo		
Sign	<input type="checkbox"/> Permitted- Preferred Location:_____		<input type="checkbox"/> Not Permitted

Parking: (code, key)	# of spots:
Trash Pick Up:	<input type="checkbox"/> MONDAYS <input type="checkbox"/> TUESDAYS <input type="checkbox"/> WEDNESDAYS <input type="checkbox"/> THURSDAYS <input type="checkbox"/> FRIDAYS
Recycling Pickup:	<input type="checkbox"/> MONDAYS <input type="checkbox"/> TUESDAYS <input type="checkbox"/> WEDNESDAYS <input type="checkbox"/> THURSDAYS <input type="checkbox"/> FRIDAYS
Rules & Regulations:	<input type="checkbox"/> In the unit <input type="checkbox"/> Please hand out for us (If checked, please provide with listing agreement)

Other Brokers:

Other Broker:	Phone#:
Fax#:	Email:
Other Broker:	Phone#:
Fax#:	Email:
Other Broker:	Phone#:
Fax#:	Email:

Cleaning Service:



I would like to use Clean Team Wildwood for all of my check outs.
Please bill my account.

I have another cleaning service: _____

Phone: _____

Self Clean



Rates

- I only want WEEKLY RENTALS; if so please check one of the following: Sat-Sat Sun-Sun Fri-Fri
- I will take rentals for less than a week (3 night min)- **If you are at a condominium complex you should check your bylaws for the minimum stay requirement.**
- I want weekly rentals in prime season (June-August). Before & After Prime I will take nightly
 - Please rent mine seasonally \$_____ per season
 - Please rent mine year round \$_____ per month

Please fill in the desired weekly and/or nightly rate.

April 2012

Week	Weekly Rate	Nightly Rate
4/7-4/14		
4/14-4/21		
4/21-4/28		

May 2012

Week	Weekly Rate	Nightly Rate
4/28-5/5		
5/5-5/12		
5/12-5/19		
5/19-5/26		

June 2012

Week	Weekly Rate	Nightly Rate
5/26-6/2		
6/2-6/9		
6/9-6/16		
6/16-6/23		
6/23-6/30		

July 2012

Week	Weekly Rate	Nightly Rate
6/30-7/7		
7/7-7/14		
7/14-7/21		
7/21-7/28		

August 2012

Week	Weekly Rate	Nightly Rate
7/28-8/4		
8/4-8/11		
8/11-8/18		
8/18-8/25		
8/25-9/1		

September 2012

Week	Weekly Rate	Nightly Rate
9/1-9/8		
9/8-9/15		
9/15-9/22		
9/22-9/29		

October 2012

Week	Weekly Rate	Nightly Rate
9/29-10/6		
10/6-10/13		
10/13-10/20		
10/20-10/27		



Availability

Block off your calendar

X= Owner Stay (you the owner are occupying the unit)

O= Owner Guest Stay (a guest, family member, or tenant of another Brokerage is occupying the unit)

2012

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Home Owner Information

Contact Information:

Owner *	
Address	
Unit	
City/State/Zip	
Home Phone	
Cell Phone	
Email	

Contact Person (If same as above, please disregard):

Name	
Address	
Unit	
City/State/Zip	
Home Phone	
Cell Phone	
Email	

Rental Checks Made Payable to**:

Social or Tax ID	
Name	
Address	
Unit	
City/State/Zip	

*The checks will be made out to is this person/business.

**If owned by a corporation or business– all members must sign the rental listing agreement. Articles of incorporation must also be attached. If you have power of attorney, you must provide a copy to our office in order for the listing to be processed.



Amenities & Sleeping Arrangements

Bedroom	Type of Bedding (#)	Appliances	Baths
MASTER BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
2nd BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
3rd BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
4th BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
5th BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
6th BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
7th BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath
8th BED	___ Twin ___ Full ___ Queen ___ King	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR	<input type="checkbox"/> Full Bath <input type="checkbox"/> 1/2 Bath

<input type="checkbox"/> Living Room	<input type="checkbox"/> Den	<input type="checkbox"/> Garage– Code for garage	<input type="checkbox"/> Elevator	<input type="checkbox"/> Laundry Room
<input type="checkbox"/> Full Kitchen <input type="checkbox"/> Apt Kitchen <input type="checkbox"/> Galley Kitchen		<input type="checkbox"/> Stovetop	<input type="checkbox"/> Oven	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Toaster	<input type="checkbox"/> Microwave	<input type="checkbox"/> Blender	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Ice Maker
<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer	<input type="checkbox"/> Deck/Balcony	<input type="checkbox"/> Outside Shower	<input type="checkbox"/> Hot Tub
<input type="checkbox"/> BBQ Grill– Type: <input type="checkbox"/> Coals <input type="checkbox"/> Gas		<input type="checkbox"/> Pool	<input type="checkbox"/> Boat slip	<input type="checkbox"/>
<input type="checkbox"/> Central Air <input type="checkbox"/> Wall Units <input type="checkbox"/> Window Units		<input type="checkbox"/> Internet- Code for wireless:		<input type="checkbox"/>

ADDITIONAL SLEEPING: (ex: queen sofa bed, full futon, bunk beds)

___ Twin ___ Full ___ Queen ___ King Location _____

___ Twin ___ Full ___ Queen ___ King Location _____

___ Twin ___ Full ___ Queen ___ King Location _____

Vacation Home Description (Owner describe your home): _____



Our Recommended Inventory Requirements

COOKWARE/POTS/PANS

- Assort. sized frying pans & lids (3)
- Assort. sized sauce pans & lids (4)
- Oversized spaghetti pot & lid (1)
- Roasting pan & lid (1)
- Broiler pan (1)
- Asst. sized casserole dishes (5)
- Cookie Sheets (2-3)

FOOD PREPARATIONS

- Mixing bowls (3)
- Measuring spoons/cups (1 set/1 set)
- Assorted knives (6)
- Knife sharpener (1)
- Can opener/bottle opener (1 ea.)
- Cork screw/peeler (1 ea)
- Assort. cooking utensils (8)
- Colander/grater (1 ea)
- Plastic storage containers (8)
- Beverage pitchers (2)
- Cutting board (1)
- Blender(1)

DISHES/GLASSWARE/FLATWARE

Based on one bedroom increase by 4 for each additional bedroom

- Dinner Plates/Salad plate (6/6)
- Bowls (6)
- Assort. sized glasses (16)
- Cups/Mugs (6)
- Wine glasses (6)
- Flatware (service for 8)
- Steak knives (6)

SERVING DISHES/UTENSILS

- Bowls (3)
- Platters (2)
- Spoons/Forks (2/2)
- Salt & Pepper shakers (1 set)

BEDROOM-MASTER

- Color TV w/ remote (1) +DVD
- Lamp/Clock radio/waste basket (1 ea)

BEDROOM-2nd

- Color TV w/remote (1) +DVD
- Lamp/Clock radio/Waste basket (1 ea)

BEDROOM-3rd

- Color TV w/ remote (1) +DVD
- Lamp/Clock radio/Waste basket (1 ea)

BEDROOM-4th

- Color TV w/ remote (1) +DVD
- Lamp/Clock radio/Waste basket (1 ea)

LIVING ROOM

- Color TV (min 19") w/remote (1)
- VCR/DVD player (1)

BATHROOM

- Toilet brush (1/bathroom)
- Plunger (1)
- Waste basket (1/bathrm)

BALCONY/DECK

- Resin chairs (6)
- Table (1)

MISCELLANEOUS

- Iron/Ironing board (1 ea.)
- Vacuum cleaner (1)
- Vacuum bags/belts (8/2)
- Broom/Dustpan/Mop/Pail (1 ea.)
- Dish towels/cloths (5 ea)
- Pot holders/hot plates (2/3)
- Hangers (30/closet)
- Trash cans (3)

BEDDING

- Mattress cover (1/bed-1 spare/bed)
- Pillows (2/bed-2 spare/bed)
- Bedspread/Quilt (1/bed-1 spare/bed)
- Blankets (1/bed)
- Bedbug Covers (1/bed)



Minimum Requirements:

- 1BR- up to 6 people
- 2BR- up to 8 people
- 3BR- up to 10 people
- 4BR- up to 12 people



Unit Inventory

(What is in the unit at the start if rental season)

Building: _____

Address: _____

Unit: _____

Kitchen

__ Frying pans & lids	<input type="checkbox"/> Boiler Pan	__ Measuring Cups	<input type="checkbox"/> Bottle Opener
__ Sauce pans & lids	__ Casserole Dishes	__ Steak Knives	<input type="checkbox"/> Colander
<input type="checkbox"/> Spaghetti pot & lid	__ Mixing Bowls	__ Cooking Knives	<input type="checkbox"/> Grater
<input type="checkbox"/> Roasting Pan & lid	__ Measuring Spoons	<input type="checkbox"/> Knife Sharpener	<input type="checkbox"/> Pitcher
__ Tupperware	<input type="checkbox"/> Cutting Board	<input type="checkbox"/> Blender	__ Serving Spoon
__ Cooking Spoons	<input type="checkbox"/> Spatula	<input type="checkbox"/> Whisk	__ Table Spoons
__ Teaspoons	__ Dinner Forks	__ Salad Fork	__ Butter Knives
__ Soup/Cereal Bowls	__ Dinner Plates (LG)	__ Salad Plates (SM)	__ Mixing Bowls
<input type="checkbox"/> Toaster	<input type="checkbox"/> Blender	<input type="checkbox"/> Coffee Maker	<input type="checkbox"/> Microwave
__ Mugs	__ Drinking Glasses	__ Wine Glasses	<input type="checkbox"/> S/P Shakers
<input type="checkbox"/> Trash Can	<input type="checkbox"/> Recycling Can	__ Pot Holders	__ Cookie Sheets
__	__	__	__

Living/Dining

__ TVS	__ Remotes	__ DVD	__ Radios
__ Coasters	__ Lamps	__ Deck Chairs	<input type="checkbox"/> Deck Table
<input type="checkbox"/> Umbrella	<input type="checkbox"/> Grill	__	__
__	__	__	__

Bedrooms

__ TVS	__ Remotes	__ DVD	__ Radios
__ Lamps	__ Pillows	__ Mattress Covers	__ Bed Bug Covers
__ Comforters	__	__	__

Bathrooms

<input type="checkbox"/> Trash Can	<input type="checkbox"/> Plunger	<input type="checkbox"/> Toilet Brush	__
__	__	__	__

Miscellaneous

<input type="checkbox"/> Iron	<input type="checkbox"/> Ironing Board	<input type="checkbox"/> Vacuum	<input type="checkbox"/> Broom
<input type="checkbox"/> Dust Pan	<input type="checkbox"/> Mop	<input type="checkbox"/> Hangers	__ Beach Tags
__ Cleaning Supplies	__	__	__

Optional Services

Garbage/Recycling Removal—\$500

A staff member will go to the property on the trash/recycling day, remove the cans and place at the curb, return later and place the cans back in the appropriate area. Memorial Day to Labor Day.

“Basic” Advertising Program —\$300

You get tenant email blasts to our whole rental database, various print advertisements, inclusion on our website with an enhanced “featured property” tag, a special ad in our “Vacation Guide” book.

“Value Added” Advertising Program —\$500

Everything the basic advertising offers, plus “Trip Advisor” and “Home Away” exposure.

Plus Program (PP)—\$300

This service is for the Rental Owner who is a listed client of our vacation rental program, but is in need of the following for their own rentals/guests (Memorial Day to Labor Day):

- Key Service
- Cleaning Service
- Maintenance Response
- Emergency Phone Response

Property Management Assistance Program (PMA)—\$750

This service is for the owner **who does not rent** their property through our vacation rental program, but is in need of these service:

- Access to Rental Software for booking management
 - Key Service
 - Cleaning Service
 - Rule Distribution
- Maintenance Response

***Optional services are non-refundable. No Exceptions!**

*** Owner must sign up and pay in full before 5/1/12.**





FAX COVER PAGE

Date: _____

To: Cabrera Realty– Vacation Rental Department	# of pages: cover page + 11
From:	Fax #: 609-729-8844
Re: Rental Listing Agreement	Phone #: 609-729-8840

Comments: _____

I am faxing in the following:

- A SIGNED listing agreement**
All yellow tagged pages (return to office) must be filled out and returned to the Cabrera Offices. An executed copy will be sent to you via email for your records after it is processed.
- Rates**
Rates must be entered in order to book anything. Keep in mind that the sooner you get your listing in the sooner we can book for you!
- W2 Form**
We can not pay you until we have this filled out. REMINDER: Whoever the checks should be made out to should fill this out with their information.
- Mercantile License**
- Fire Safety License**
- A SIGNED Consumer Information Report**
- List your cleaning service**

I am mailing in the following:

- Original Contract**
- 4 sets of keys**
- Disc of with pictures of your unit**
If you already have pictures please email them to rentals@cabrerarealty.com or mail in a disc with your original contract. If you would like Cabrera to take pictures for you please have the unit completely ready and make an appointment by calling or emailing your rental manager. If you are in the middle of renovations or upgrades please call us when you are finished and provide us with temporary pictures.

We can not process your rental agreement without the above. Thank you!