

Owner Name: _____

Checks Payable To: _____

Rental Year: 2026

Owner Address: _____

Owner Cell: _____

Property ID: _____

Owner Email: _____

Address: _____

TaxID: _____ Login: _____

Co-Listing Brokers: _____

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 otherwise 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 BOTH SIDES OF THIS FORM

Occupancy Limit: _____ Pets: _____ Smoking: _____ Bedrooms: _____ Full Baths: _____ 1/2 Baths: _____ 3/4 Baths: _____ Sq. Feet: _____

Amenities:

- | | | | | |
|-------------------------------------------------|----------------------------------------------------|-------------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> No Pets Accepted | <input type="checkbox"/> Pet Free | <input type="checkbox"/> Allow Pets | <input type="checkbox"/> Owner Pets on Premises | <input type="checkbox"/> # of Owner Dog(s) |
| <input type="checkbox"/> # of Owner Cat(s) | <input type="checkbox"/> King Beds | <input type="checkbox"/> Queen Beds | <input type="checkbox"/> Double Beds | <input type="checkbox"/> Single Beds |
| <input type="checkbox"/> Sofa Beds (Double) | <input type="checkbox"/> Smoke Free | <input type="checkbox"/> Sofa Beds (Queen) | <input type="checkbox"/> Sofa Beds (Single) | <input type="checkbox"/> Bunk - Double |
| <input type="checkbox"/> Sofa Bed (King) | <input type="checkbox"/> Bunks | <input type="checkbox"/> Trundles | <input type="checkbox"/> Rollaways | <input type="checkbox"/> Cribs |
| <input type="checkbox"/> Portable Cribs | <input type="checkbox"/> Futons | <input type="checkbox"/> Day Beds | <input type="checkbox"/> Day Beds Full | <input type="checkbox"/> Day Beds Queen |
| <input type="checkbox"/> Pyramid Beds Full | <input type="checkbox"/> Pyramid Beds Queen | <input type="checkbox"/> Pyramid Beds | <input type="checkbox"/> Loft | <input type="checkbox"/> Air Mattress |
| <input type="checkbox"/> Den | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Gourmet Kitchen | <input type="checkbox"/> Full Size Refrigerator | <input type="checkbox"/> Mini Refrigerator |
| <input type="checkbox"/> Stove | <input type="checkbox"/> Oven | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Microwave | <input type="checkbox"/> Toaster |
| <input type="checkbox"/> Toaster Oven | <input type="checkbox"/> Disposal | <input type="checkbox"/> Coffee Maker | <input type="checkbox"/> Blender | <input type="checkbox"/> Lobster Pot |
| <input type="checkbox"/> Food Processor | <input type="checkbox"/> Crock Pot | <input type="checkbox"/> Keurig | <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Dining Capacity (Inside) |
| <input type="checkbox"/> Dining Capacity (Out) | <input type="checkbox"/> Central A/C | <input type="checkbox"/> Central AC (One Level) | <input type="checkbox"/> AC Split System | <input type="checkbox"/> Window A/C |
| <input type="checkbox"/> Wall AC | <input type="checkbox"/> Evaporative Cooler | <input type="checkbox"/> Dehumidifier | <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Standard Fans |
| <input type="checkbox"/> # of AC Units | <input type="checkbox"/> # of Ceiling Fans | <input type="checkbox"/> # of Standard Fans | <input type="checkbox"/> Utils Included | <input type="checkbox"/> Utils Not Incl. |
| <input type="checkbox"/> Utils Incl. Off Season | <input type="checkbox"/> Utils Incl. In Season | <input type="checkbox"/> Gas Heat | <input type="checkbox"/> Electric Heat | <input type="checkbox"/> Oil Heat |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | <input type="checkbox"/> Propane | <input type="checkbox"/> Oil | <input type="checkbox"/> Water Heated (Propane) |
| <input type="checkbox"/> Water Heated (Oil) | <input type="checkbox"/> Phone Activated | <input type="checkbox"/> Long Distance Block | <input type="checkbox"/> Unlimited Long Distance | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> W/D (Shared) | <input type="checkbox"/> W/D Coin Operated | <input type="checkbox"/> Iron | <input type="checkbox"/> Ironing Board |
| <input type="checkbox"/> Garage | <input type="checkbox"/> # of Garage Spaces | <input type="checkbox"/> Parking | <input type="checkbox"/> Television | <input type="checkbox"/> # of TVs |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> # of Parking Spaces | <input type="checkbox"/> Cable TV (Expanded) | <input type="checkbox"/> DVD | <input type="checkbox"/> # of DVDs |
| <input type="checkbox"/> Blu-Ray Player | <input type="checkbox"/> # of Blu-Ray Player | <input type="checkbox"/> Satellite Radio | <input type="checkbox"/> Home Theater | <input type="checkbox"/> TV Streaming Device |
| <input type="checkbox"/> iPod Dock | <input type="checkbox"/> High Speed Internet | <input type="checkbox"/> Wifi | <input type="checkbox"/> Wired LAN | <input type="checkbox"/> Private Pool |
| <input type="checkbox"/> Community Pool | <input type="checkbox"/> Pool is heated | <input type="checkbox"/> Indoor Pool | <input type="checkbox"/> Outdoor Pool | <input type="checkbox"/> Heatable Pool |
| <input type="checkbox"/> Private Sauna | <input type="checkbox"/> Community Sauna | <input type="checkbox"/> Private Hot Tub | <input type="checkbox"/> Community Hot Tub | <input type="checkbox"/> Private Whirlpool/Jet Tub |
| <input type="checkbox"/> PoolTags | <input type="checkbox"/> Elevator | <input type="checkbox"/> Linens Provided | <input type="checkbox"/> Tenant Brings Linens | <input type="checkbox"/> Blankets |
| <input type="checkbox"/> Furnished | <input type="checkbox"/> Unfurnished | <input type="checkbox"/> Storage Area | <input type="checkbox"/> Balcony | <input type="checkbox"/> Vacuum |
| <input type="checkbox"/> Vacuum-Central | <input type="checkbox"/> Baby Equipment | <input type="checkbox"/> High Chair | <input type="checkbox"/> Outside Shower | <input type="checkbox"/> Outside Shower Shared |
| <input type="checkbox"/> Comm. Outside Shower | <input type="checkbox"/> Encl Outside Shower | <input type="checkbox"/> Walk in Shower | <input type="checkbox"/> Wood Fireplace | <input type="checkbox"/> Gas Log Fireplace |
| <input type="checkbox"/> # of Fireplaces | <input type="checkbox"/> Woodstove | <input type="checkbox"/> Ferry Tickets | <input type="checkbox"/> Fish Cleaning Table | <input type="checkbox"/> Available for Weddings |
| <input type="checkbox"/> Pool Table | <input type="checkbox"/> Ping Pong Table | <input type="checkbox"/> Game Room | <input type="checkbox"/> Tennis Facility Goal | <input type="checkbox"/> Tennis Facilities |
| <input type="checkbox"/> Association Tennis | <input type="checkbox"/> Private Exercise Room | <input type="checkbox"/> Comm. exercise Room | <input type="checkbox"/> Bar | <input type="checkbox"/> Wet Bar |
| <input type="checkbox"/> # of Bicycles | <input type="checkbox"/> Beach Equipment | <input type="checkbox"/> Beach Bages | <input type="checkbox"/> Private/Assoc Beach | <input type="checkbox"/> BBQ Charcoal |
| <input type="checkbox"/> BBQ Gas | <input type="checkbox"/> BBQ Electric | <input type="checkbox"/> Maid Service | <input type="checkbox"/> Limited Maid Service | <input type="checkbox"/> Room Service |
| <input type="checkbox"/> Guard | <input type="checkbox"/> Cleaning Included In Rate | <input type="checkbox"/> Essentials | <input type="checkbox"/> Boat Dock/Slips | <input type="checkbox"/> # of Boat Dock/Slips |
| <input type="checkbox"/> Canoe | <input type="checkbox"/> Rowboat | <input type="checkbox"/> Kayak | <input type="checkbox"/> Paddleboat | <input type="checkbox"/> Sun/Open Deck |
| <input type="checkbox"/> Rooftop Deck | <input type="checkbox"/> Deck Furniture | <input type="checkbox"/> # of Sun/Open Deck(s) | <input type="checkbox"/> Lawn Area | <input type="checkbox"/> Fenced Yard |
| <input type="checkbox"/> Level Yard | <input type="checkbox"/> Wooded Yard | <input type="checkbox"/> Private Yard | <input type="checkbox"/> Open/Covered Porch | <input type="checkbox"/> Screened Porch |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Three Season Room | <input type="checkbox"/> Elevator to Ground | <input type="checkbox"/> Handicap Grab Bars | <input type="checkbox"/> Handicap Interior |
| <input type="checkbox"/> 1st Floor Bedroom | <input type="checkbox"/> Waterfront | <input type="checkbox"/> Virtual Tour | <input type="checkbox"/> Mattress Pads | <input type="checkbox"/> Cleaning Supplies |
| <input type="checkbox"/> Pillows | <input type="checkbox"/> Pots Pans | <input type="checkbox"/> Silverware | <input type="checkbox"/> Dinnerware | <input type="checkbox"/> Cooking Utensils |
| <input type="checkbox"/> Bath Towels | <input type="checkbox"/> Beach Towels | <input type="checkbox"/> Beach Chairs | <input type="checkbox"/> Beach Umbrella | <input type="checkbox"/> # of Dishwasher |
| <input type="checkbox"/> Mixer | <input type="checkbox"/> Dishes Utensils Kids | <input type="checkbox"/> Dining Table | <input type="checkbox"/> Kitchen Island | <input type="checkbox"/> # of Washer |
| <input type="checkbox"/> # of Dryer | <input type="checkbox"/> Smart TV | <input type="checkbox"/> # of SmartTV | <input type="checkbox"/> Computer Monitor | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Smart Speaker | <input type="checkbox"/> Gaming System | <input type="checkbox"/> Video Games Provided | <input type="checkbox"/> Free Wifi | <input type="checkbox"/> Paid Wifi |
| <input type="checkbox"/> Fenced Pool | <input type="checkbox"/> Books for Kids | <input type="checkbox"/> Cots | <input type="checkbox"/> # of Outside Showers | <input type="checkbox"/> Outdoor Firepit |
| <input type="checkbox"/> Play Area | <input type="checkbox"/> # of Screened Porches | <input type="checkbox"/> Cleaning Practices | <input type="checkbox"/> Cleaned Disinfectant | <input type="checkbox"/> No Person contact |
| <input type="checkbox"/> Smoke Detector | <input type="checkbox"/> Carbon Monoxide Detector | <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Deadbolt Lock | <input type="checkbox"/> Emergency Exit |
| <input type="checkbox"/> Outdoor Lighting | <input type="checkbox"/> Cabinet Locks | <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Satellite TV | <input type="checkbox"/> Association Pool |
| <input type="checkbox"/> Pets Considered | <input type="checkbox"/> Beaches | <input type="checkbox"/> Cleaning Hours | <input type="checkbox"/> Umbrella | <input type="checkbox"/> Beach Umbrella |
| <input type="checkbox"/> Lounges | <input type="checkbox"/> Pillows | <input type="checkbox"/> Golf Cart | <input type="checkbox"/> # of Beach Badges | <input type="checkbox"/> External Sec Cameras |
| <input type="checkbox"/> Trash Removal Service | <input type="checkbox"/> Trash Day | <input type="checkbox"/> Recycling Day | <input type="checkbox"/> Use Sanitation Mgmt | <input type="checkbox"/> Sanitation Management |
| <input type="checkbox"/> BBQ Natural Gas | <input type="checkbox"/> Daily Cleaning Hours | <input type="checkbox"/> Hourly Cleaning hours | <input type="checkbox"/> King Pillow | <input type="checkbox"/> Standard Pillow |
| <input type="checkbox"/> # King Pillow | <input type="checkbox"/> # Standard Pillow | <input type="checkbox"/> # Twin XL Beds | <input type="checkbox"/> Electric Car Hookup | <input type="checkbox"/> Streaming Services |
| <input type="checkbox"/> Extra Refrigerator | <input type="checkbox"/> Deck Awning | <input type="checkbox"/> Deck Umbrella | <input type="checkbox"/> Welcome Basket | <input type="checkbox"/> Locker Ski Storage |
| <input type="checkbox"/> Lot Size | <input type="checkbox"/> Private Office Space | <input type="checkbox"/> Renters Ins Required | <input type="checkbox"/> Radiant Floor Heating | <input type="checkbox"/> Permit Parking |
| <input type="checkbox"/> Guest Computers | <input type="checkbox"/> Patio Hot Tub | <input type="checkbox"/> Steam Shower | <input type="checkbox"/> Airport Transportation | <input type="checkbox"/> Concierge Services |
| <input type="checkbox"/> On Site Management | <input type="checkbox"/> Security Alarm System | <input type="checkbox"/> Intercom System | <input type="checkbox"/> Garage Code | <input type="checkbox"/> Building Code |
| <input type="checkbox"/> Gate Code | <input type="checkbox"/> Locker Code | <input type="checkbox"/> Misc Code | <input type="checkbox"/> Boot Dryer | <input type="checkbox"/> Shuttle Service |
| <input type="checkbox"/> Ski Out Access | <input type="checkbox"/> Ski Out Access Advanced | <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Snow Melt | <input type="checkbox"/> Ring Doorbell |
| <input type="checkbox"/> Keys Provided | <input type="checkbox"/> Keyless Entry | <input type="checkbox"/> First Floor Bathroom | <input type="checkbox"/> # of Cable Boxes | <input type="checkbox"/> # of Beach Chairs |
| <input type="checkbox"/> Lockbox | <input type="checkbox"/> Pick Up Key | <input type="checkbox"/> Espresso Maker | <input type="checkbox"/> Air Fryer | <input type="checkbox"/> Number of Ensuite Baths |
| <input type="checkbox"/> California King | <input type="checkbox"/> Bonus Room | <input type="checkbox"/> Door Code | <input type="checkbox"/> Bunks Queen | <input type="checkbox"/> Bathtub |
| <input type="checkbox"/> Smart AC | <input type="checkbox"/> Charging Description | <input type="checkbox"/> Drip Coffee | <input type="checkbox"/> Hairdryer | <input type="checkbox"/> Headline Tag 1 |
| <input type="checkbox"/> Headline Tag 2 | <input type="checkbox"/> Headline Tag 3 | <input type="checkbox"/> Headline Tag 4 | <input type="checkbox"/> Headline Tag 5 | <input type="checkbox"/> Kitchenette |
| <input type="checkbox"/> Flat Top Stove | <input type="checkbox"/> Mattress Protectors | <input type="checkbox"/> Street Parking | <input type="checkbox"/> Beach Cart | <input type="checkbox"/> Bedspreads |
| <input type="checkbox"/> Max number of Pets | <input type="checkbox"/> Handicap Access | | | |

Parking Comments: _____

Boat Slip Comments: _____

May

Week	Rate
5/2 - 5/9	
5/9 - 5/16	
5/16 - 5/23	
5/23 - 5/30	

August

Week	Rate
8/1 - 8/8	
8/8 - 8/15	
8/15 - 8/22	
8/22 - 8/29	

June

Week	Rate
6/6 - 6/13	
6/13 - 6/20	
6/20 - 6/27	
6/27 - 7/4	

September

Week	Rate
9/5 - 9/12	
9/12 - 9/19	
9/19 - 9/26	
9/26 - 10/3	

July

Week	Rate
7/4 - 7/11	
7/11 - 7/18	
7/18 - 7/25	
7/25 - 8/1	

Off Season	Min Night Stay

Cleaning Fee: _____

Cleaner's Name: _____

Pet Fee (if applicable): _____

Cleaner's Number: _____

is this a "per pet" pee? _____

Additional pet fee: _____

Damage Security Deposit: _____

Min Night Stay: _____

Months for less than full week bookings: _____

Linens Provided (if applicable): _____

Do you provide starters of household soaps (laundry,dish,etc) and paper goods (TP,trash bags,etc)?

HOMEOWNER'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.

- To maintain a current "Mercantile License". Visit www.c21rentaldepartment.com for your applicable municipality.
- Complete all rental forms as quickly and accurately as possible and create an owner portal in our rental program. Log in information can be provided by our office upon request.
- 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.
- 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.
- Consider posting "HOUSE RULES", or crating 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.*
- To provide a sufficient number of 'household items including cookware, utensils, cleaning supplies, trash cans, etc. A suggested inventory list can be provided with your Rental Authorization Form. Notify our office **immediately** if there are any changes in the information (number of beds, addition of amenities, etc) **Please notify our office if your rental DOES NOT include paper goods like toilet paper or paper towels, or cleaning supplies.**
- To ensure that rental property is thoroughly cleaned and ready for occupancy prior to check in **including fresh linens**. Also, to assure the premises are free from insects and other pests. We 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.
- Inform our office **IMMEDIATELY** anytime a rental period becomes unavailable, including homeowner stays or bookings with other offices. This can be done by phone at 609 .884.1800, or e-mail c21capemay@gmail.com



Having a turn over check list is the easiest way to be sure your home is always ready for the next tenant! Below is a thorough check list supplied to our office by cleaning professionals.

Kitchen

- Clean small countertop appliances, cabinets, table and chairs.
- Clean, scrub, and sanitize sinks, countertops, and backsplashes.
- Clean range top and wipe out inside of oven.
- Clean large appliance exteriors, as well as inside of refrigerator and microwave oven.
- Sweep and mop floor.
- Empty dishwasher, be sure cabinets are organized.
- Restock auto dish detergent, liquid dish soap, paper towels, and trash bags.
- Put out 2 clean dish towels, and new dish sponge/rag.

Living Room

- Vacuum Furniture, including under seat cushions.
- Dust window sills and ledges.
- Dust furniture, blinds, picture frames, knickknacks, ceiling fans and lamps.
- Vacuum carpets/floor. Mop hardwood floors.
- Be sure sofa bed has been stripped of linens (if applicable).
- Wash windows as well as sliding glass doors.
- Empty and clean wastebaskets.
- Arrange pillows/throw blankets.

Bedrooms

- Change sheets (if supplying). Make bed.

- Vacuum floor, under beds, and inside closets as well.
- Check closets, and drawers for any personal belongings that may have been left behind.
- Dust furniture, and lightbulbs on bedside lamps.
- Clean windows, and mirrors.
- Be sure all lights are in working order.
- Launder quilts, and comforters after every 10 rentals, or as needed.

Bathrooms

- Clean, scrub, and sanitize showers, bathtubs, vanity, sinks and backsplashes.
- Clean mirrors and any shower doors.
- Clean and sanitize toilets, as well as base of toilets.
- Polish chrome.
- Wash floors and tile walls.
- Empty wastebasket.
- Replenish liquid hand soap.
- If supplying linens, 2 hand towels, 4 wash cloths, 2 bath towels per guest, and 1 shower mat.

Other Areas

- Be sure washer and dryer are empty, clean lint trap.
- Check all lights are in working order.
- Change furnace filter every 3 months.
- Clean grill, check tank levels.

Notify our office IMMEDIATELY if you notice any damages, missing items, or if the home was left excessively dirty. Taking photos, and correct notes are extremely helpful.

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.

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.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2	Business name/disregarded entity name, if different from above.	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	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.

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

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- 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), and 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.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).