



Dear Homeowner,

Thank you so much for allowing myself and my agents to partner with you in renting your home. Enclosed is some information our office needs from you, please return it as quickly as possible. Any, and all forms can also be sent digitally upon request.

1. Authorization Sheet- **Complete both sides, SIGN AND RETURN.**
2. Rate Sheet- Complete all applicable rates, fees, and availability.
3. W9- If our office has never rented your home or you are changing any tax information please **RETURN** with other forms.
4. Homeowner's Responsibilities- this outline's what our office needs from our homeowners so we can manage your home with the highest level of care.

Our office has also put together a suggested inventory list as well as a thorough cleaning checklist, great for pre or post season cleanings, we are happy to provide you or your cleaner with them.

Please complete and return these forms as quickly as possible. 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 you! Should you need additional copies of any of these forms, simply visit www.c21rentaldepartment.com and find all forms available. Or, give us a call and we can email or mail anything you need.

We are looking forward to a successful season!

Take Care,

A handwritten signature in black ink, appearing to read "Joseph T. Gilmartin".

Joseph T. Gilmartin
Owner/ Broker

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

TURNOVER CHECKLIST

Having a turnover 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 windowsills 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 HVAC and heat 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.

Owner Name: _____

Checks Payable To: _____

Rental Year: 2025

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 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 BOTH SIDES OF THIS FORM

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

Amenities:

Sign on Property: Yes No

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

Parking Comments: _____

Boat Slip Comments: _____

May

Week	Rate
5/3 - 5/10	
5/10 - 5/17	
5/17 - 5/24	
5/24 - 5/31	

August

Week	Rate
8/2 - 8/9	
8/9 - 8/16	
8/16 - 8/23	
8/23 - 8/30	

June

Week	Rate
6/7 - 6/14	
6/14 - 6/21	
6/21 - 6/28	
6/28 - 7/5	

September

Week	Rate
9/6 - 9/13	
9/13 - 9/20	
9/20 - 9/27	
9/27 - 10/4	

July

Week	Rate
7/5 - 7/12	
7/12 - 7/19	
7/19 - 7/26	
7/26 - 8/2	

Off Season	Min Night Stay

Cleaning Fee: _____

Cleaner's Name: _____

Pet Fee (if applicable): _____

Cleaner's Number: _____

is this a "per pet" fee? _____

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)?

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		

Wi-Fi log in information			

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