



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



Dear Home Owner,

First and foremost I want to thank you for trusting my team and myself to rent your home. We know it takes a lot of hard work for our homeowners and we are so grateful we can help others share your home.

It's that time of year again where we look to the future, and in this envelope you will find all our office needs to continue filling your weeks in 2027.

Enclosed is a rental authorization sheet, and a rate sheet. If **anything** in your home will be different for 2027 (furniture, amenities, service providers, or locks), please let our office know. Should you prefer your authorization form be sent digitally, please email our office at c21capemay@gmail.com

Otherwise, please complete your forms and return them in the pre-posted self addressed envelope enclosed.

The sooner we get your forms the sooner we can start to take bookings! Thank you again for a wonderful 2026 season.

Sincerely,

A handwritten signature in black ink that reads 'Joseph T. Gilmartin'.

Joseph T. Gilmartin

Owner/Broker

📞 609.884.1800

✉️ c21capemay@gmail.com

www.CapeMayVacations.com

Owner Name: _____

Owner Address: _____

Checks Payable To: _____

Owner Cell: _____

Owner Email: _____

Rental Year: 2027

Property ID: _____

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 Queen	☐ Bunks	☐ Trundles	☐ Rollaways
☐ Cribs	☐ Portable Cribs	☐ Futons	☐ Day Beds	☐ Day Beds Full
☐ Day Beds Queen	☐ Pyramid Beds Full	☐ Pyramid Beds Queen	☐ Pyramid Beds	☐ Loft
☐ Air Mattress	☐ Den	☐ Kitchen	☐ Gourmet Kitchen	☐ Full Size Refrigerator
☐ Mini Refrigerator	☐ Stove	☐ Oven	☐ Dishwasher	☐ Microwave
☐ Toaster	☐ Toaster Oven	☐ Disposal	☐ Coffee Maker	☐ Blender
☐ Lobster Pot	☐ Food Processor	☐ Crock Pot	☐ Keurig	☐ Convection Oven
☐ Dining Capacity (Inside)	☐ Dining Capacity (Out)	☐ Central A/C	☐ Central AC (One Level)	☐ AC Split System
☐ Window A/C	☐ Wall AC	☐ Evaporative Cooler	☐ Dehumidifier	☐ Ceiling Fans
☐ Standard Fans	☐ # 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	☐ Iron
☐ 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	☐ Pool is heated	☐ Indoor Pool	☐ Outdoor 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	☐ Rinse Station Only	☐ 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	☐ Side Yard	☐ Shared Yard	☐ 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	☐ Bathtub	☐ Smart AC	☐ Charging Description
☐ Drip Coffee	☐ Hairdryer	☐ Headline Tag 1	☐ Headline Tag 2	☐ Headline Tag 3
☐ Headline Tag 4	☐ Headline Tag 5	☐ Kitchenette	☐ Flat Top Stove	☐ Handicap Access

Parking Comments: _____

Boat Slip Comments: _____

May

Week	Rate
5/1 - 5/8	
5/8 - 5/15	
5/15 - 5/22	
5/22 - 5/29	

August

Week	Rate
8/7 - 8/14	
8/14 - 8/21	
8/21 - 8/28	
8/28 - 9/4	

June

Week	Rate
6/5 - 6/12	
6/12 - 6/19	
6/19 - 6/26	
6/26 - 7/3	

September

Week	Rate
9/4 - 9/11	
9/11 - 9/18	
9/18 - 9/25	
9/25 - 10/2	

July

Week	Rate
7/3 - 7/10	
7/10 - 7/17	
7/17 - 7/24	
7/24 - 7/31	

Off Season	Min Night Stay

Cleaning Fee: _____

Cleaner’s Name: _____

Cleaner’s Number: _____

Pet Fee (if applicable): _____

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)?

HOME OWNER'S RESPONSIBILITIES

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

1. To maintain a current "Mercantile License". Our office can provide the correct form to you upon request.
2. To 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.
3. To provide our office with at least **3 sets** of keys prior to the beginning of each rental season. Keys lost by tenants will be replaced by our office at the tenant's expense, any keys lost by home service providers will be replaced at the owner's expense.
4. To provide our office with an emergency telephone number at which someone; other than you, with decision making authority can be reached in the event you are unavailable. This number should also be listed on your Rental Authorization Sheet.
5. Consider posting "HOUSE RULES", or creating a welcome book so tenants understand any house-specific information such as heating or cooling instructions, TV and WiFi information, and when trash or recycling is to be put out for removal. *Our office will gladly create a convenient Welcome Book for your home, just let one of our friendly rental agents know.*
6. To provide a sufficient number of 'household items including cookware, utensils, cleaning supplies, trash cans, etc. A suggested inventory list has been provided with your Rental Authorization Form. Notify our office **immediately** if there are any changes in the information (number of beds, addition of amenities, etc)
7. 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. This may require a regular maintenance program. 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. A suggested cleaning and turn-over checklist has been provided with your Rental Authorization Form.
8. To inform the Broker **IMMEDIATELY** anytime a rental period becomes unavailable., including homeowner stays or bookings with other offices. This can be done by phone 609 .884.1800, or e-mail c21capemay@gmail.com

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		

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	5 each		

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.

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.

**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 Specific Instructions 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. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ 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. ☐ 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) _____ (Applies to accounts maintained outside the United States.)
	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 ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
- -
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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