



600 Grand Central Avenue Lavallette, NJ 08735
 Phone: 732-793-7755 Fax: 732-793-1869



2019 RENTAL AUTHORIZATION - THIS IS A LEGALLY BINDING CONTRACT, READ CAREFULLY

The undersigned authorizes Schlosser Real Estate Inc. to act as rental agent for the following property:

Rental Address: _____ Unit: _____

Owner: _____ SS# or EIN#: _____

Home Address: _____

Phone 1: _____ Phone 2: _____ Cell Phone: _____

Email Address: _____ Owner authorizes us to email leases _____

If owner cannot be reached in an emergency, contact _____

Washer Dryer Dishwasher Microwave Coffee Maker Out Table/Chairs

Umbrella Inground Grill Propane Grill Pets Color TV DVD

Stereo Cable Iron/Board Silverware Ceiling Fan Pillows

Blankets Vacuum O/S Shower Jacuzzi Deck Deck Furn

Dock Garage Pool Toaster Heat Boat Slip

Central A/C Blender Sheets/Towels High Speed Inet WiFi Keurig Machine

Rooftop Deck Pots/Pans Mattress Pads Bed Spreads Cleaning Supplies

Window A/C: _____ # Wall A/C: _____ # Ceiling Fans: _____ # Off Street Parking: _____ # Beach Badges: _____

WIFI Network Name: _____ WIFI Pass: _____ # TV's: _____ Cable: Basic: _____ Family: _____ Premium: _____

Bedrooms: _____ #King: _____ #Queen: _____ #Full: _____ #Single: _____ #Bunk: _____ #Cots: _____ Sofa Bed Size: _____

Baths: _____ #Tub Only: _____ #Shower Only: _____ #Combo: _____ Outdoor Shower: Enclosed: _____ Hot/Cold: _____ Cold Only: _____

Plumber: _____ Electrician: _____ Cleaner: _____

Other Brokers if any: _____

YOU MUST INFORM US IF YOU LIST WITH ANOTHER AGENCY!

Name & Phone # of party responsible to check between tenants _____

Min. Length of Rental: _____ Max Number Sleeping: _____ Security Deposit: _____ Weekly Rate: ***REQUIRED** _____ Season Price: _____
 week(s) \$ _____ \$ _____ \$ _____

Phone Service-Active or Block: _____ Phone #: _____ Phone Sec.: \$ _____ Pet Sec.: \$ _____

Special Conditions: _____

Please indicate the weeks you wish to rent by indicating price: Weeks marked 100% are prime weeks which command the highest rents. If you are interested in renting other weeks we recommend the appropriate percentage listed. For example, if you rent for \$1000.00 per week in season and you would like to rent 5/25 - 6/1, we recommend \$500.00.

5/25 - 6/1	\$ _____	50%	7/6 - 7/13	\$ _____	100%	8/17 - 8/24	\$ _____	100%
6/1 - 6/8	\$ _____	50%	7/13 - 7/20	\$ _____	100%	8/24 - 8/31	\$ _____	100%
6/8 - 6/15	\$ _____	60%	7/20 - 7/27	\$ _____	100%	8/31 - 9/7	\$ _____	90%
6/15 - 6/22	\$ _____	75%	7/27 - 8/3	\$ _____	100%	9/7 - 9/14	\$ _____	75%
6/22 - 6/29	\$ _____	90%	8/3 - 8/10	\$ _____	100%	9/14 - 9/21	\$ _____	60%
6/29 - 7/6	\$ _____	100%	8/10 - 8/17	\$ _____	100%	9/21 - 9/28	\$ _____	50%

Security deposits will be held in a trust account by Schlosser Real Estate. It is the owner's responsibility to maintain & check premises for damage before and after each tenant. **If there is a problem, please call our office immediately so we can send someone over to verify the damage. No security deposit will be held for normal cleaning.** Security is held for damages only and will be automatically returned unless otherwise instructed, within 5 days of lease termination. If security deposit is to be retained, owner agrees to supply required receipts within 30 days of lease termination, otherwise security will be returned in full. The owner authorizes the above named broker to rent the property for the period and rates as stated. A commission of 1.5 % of the gross rental shall be deducted from the deposit and the balance sent to the owner upon receipt of the clear deposit funds for the reservation and lease execution by the tenant and owner. Owner further agrees to:

1. Check availability with the broker prior to making any rentals. In the event the owner rents the property after it has been **reserved** by the broker, the owner must honor the Schlosser reservation. In the event the owner refuses to accept the broker's reservation, owner shall pay the applicable commission to the broker plus a **\$250 relocation fee** to the tenant per reservation.
2. Inquire with broker and have agreement with broker prior to making any changes to listing.
3. Provide adequate liability insurance, hold Schlosser Real Estate Inc. harmless against any potential litigation and conform to and acknowledge receipt of Schlosser's Rental Procedure (Enclosed).
4. Owner has or will obtain, prior to occupancy by tenant, any and all inspections or certifications/permits, that are required by any governmental authority for renting subject premises. The owner acknowledges that the sole responsibility for securing such inspections, certifications or permits is that of the owner of the property and the renting agency has no responsibility to secure such items, nor is the renting agency to be held liable for the failure of the owner of the property to comply.
5. Pay a rental commission of 1.5 % on the total rental price should the tenant re-lease the property within one year or any consecutive year.
6. Pay a sales commission of 5 % on the selling price should the tenant purchase the property within one year of the expiration of any lease, or continuation thereof.
7. Acknowledge receipt of Attorney General Memorandum. (Enclosed).
8. Authorize the broker to have emergency maintenance at a cost not to exceed: \$ _____
9. Check or have someone check that premises was cleaned after check-out.

Owner's Signature By signing, Owner agrees to all terms of this agreement.

Date Signed

**THIS IS A LEGALLY BINDING CONTRACT, PLEASE READ CAREFULLY
PLEASE INITIAL ALL REQUIRED FIELDS AND SIGN THIS PAGE.**

1. RENTALS BY OWNER (Initial Below to Agree to Terms)

RENTALS BY OWNER ARE PERMITTED WITH THE UNDERSTANDING THAT IF AN OWNER'S RENTAL CONFLICTS WITH OUR RESERVATION THAT SCHLOSSER REAL ESTATE'S RESERVATION WILL BE HONORED. SCHLOSSER REAL ESTATE RESPECTS THE RIGHT OF AN OWNER TO RENT ON THEIR OWN. WE EXPECT THE OWNER TO HAVE RESPECT FOR OUR OFFICE AND TENANTS BY REALIZING THE PUBLIC MUST BE ABLE TO RELY ON THE ACCURACY OF THE STATED AVAILABILITY MINUTE BY MINUTE. OUR RENTAL AUTHORIZATION CLEARLY STATES THE OWNER WILL "INQUIRE WITH BROKER PRIOR TO MAKING ANY RENTALS". WE ARE OPEN 7 DAYS A WEEK. IF AN OWNER FAILS TO CHECK WITH SCHLOSSER REAL ESTATE PRIOR TO COMMITTING TO A RENTAL, THEN OWNER AGREES TO HONOR SCHLOSSER REAL ESTATE'S RESERVATION AND RENTAL.

INITIAL HERE →

***REQUIRED!**

2. MARKETING, VIRTUAL TOURS & OUR NEW "TOP RANKED" WEBSITE

Schlosser Real Estate has spent significant time & money enhancing our rentals on our website. Our full-time IT Director has developed a NEW Website this year which has been a huge success in attracting & retaining new tenants. We have received feedback that our website is now the ONLY choice for some, as it is by far the most user friendly & advanced rental search around. It is also now a top ranked site on Google.

3. CANCELLED RENTALS

In the event a tenant wishes to cancel a rental, there is a provision in the lease which specifies the procedure. The tenant must send us written notice to cancel before we can re-offer the property. The tenant's deposit is returned only when the property is re-rented unless you direct us otherwise. The original tenant can be held liable for the total rent unless a new tenant is found. We do charge a cancellation fee to the tenant.

4. CREDIT CARDS AND ONLINE PAYMENTS

Due to the overwhelming demand from tenants to make payments by credit card, Schlosser Real Estate now offers various credit card payment options at NO COST to the Owner. Allowing tenants to pay by credit card provides us a large pool of new tenants. It also allows us to be competitive with other websites who offer Online payments. By initialing, the Owner understands & agrees that by Schlosser Real Estate accepting credit cards, there is the risk of a charge-back, however unlikely it may be. Our payment policy is designed specifically to minimize such risk by prohibiting credit card payments within 60 days of check-in. This ensures that someone cannot rent the home & dispute the payment after having checked out. In the rare event that there is a charge-back prior to check-in, the Real Estate Commission rules require that the Owner immediately return any money received to Schlosser Real Estate where it will then be stored in a non-interest bearing trust account during the dispute process. Schlosser Real Estate will then put the week or weeks back on the market while also disputing the charge-back for the Owner in the event the week or weeks don't get re-rented. However, If it does get re-rented, then the money will be returned to the tenant who disputed the charge and Schlosser Real Estate will send the Owner funds from the new rental, less the commission.

INITIAL HERE →

***REQUIRED**

5. EVER OCCUPIED BY PETS?

Some tenants may have allergies, Landlords must disclose any pet history, including Owner's pets.

YES NO

***REQUIRED!**

6. IS CLEANING INCLUDED?

Is cleaning included in your rental price?

YES NO

***REQUIRED!**

7. A/C TEMP. SCHEDULE?

Do you have an automatic temperature schedule that will affect tenants?

YES NO

***REQUIRED!**

8. EXCLUSIVELY RENTED PROPERTIES

Becoming exclusive means that you agree to rent only through Schlosser Real Estate for 2019 & no other company. You are permitted to rent the property yourself. We will develop a new Exclusive Tour for you with Video, Floorplan & Aerial Views. If you are Exclusive with us or would like to become Exclusive, initial below.

INITIAL HERE FOR EXCLUSIVE →

***OPTIONAL**

SIGN HERE →

Owner's Signature By initialing & signing, Owner agrees to all terms of this agreement.

Date Signed

Optional* Write any Owner Notes for us below:

When you are done filling/signing, click "**Finish**" to finalize the Authorization.



INSTRUCTIONS & IMPORTANT NEWS

WHAT'S NEW THIS YEAR AT SCHLOSSER?

NEW "TOP RANKED" WEBSITE: This year we launched our new website. We are now one of the only companies who offer our tenants the ability to view Advanced Search Results with our powerful new 100% mobile friendly Rental Search. Including popular features such as: Search by Street, Compare Rentals, Share Rentals and the new Interactive Calendar. The 2018 season was one of the busiest we have had in many years and we attribute some of this success to our new "Top Ranked" Website, in addition to the exceptional customer service provided by our tireless hard-working agents.

CREDIT CARD PAYMENTS: Due to the large demand from tenants to accept credit card payments and to remain competitive with other online vacation websites, we now offer various credit card payment options for tenants. This has opened a large pool of new tenants. More information is provided on Page #2.

EXCLUSIVELY RENTED PROPERTIES: We are offering our Exclusively Rented Properties an impressive **New Virtual Tour** which includes an HD Video Walk-through, Aerial Views, expanded Image Gallery and Floor plan Layout. These exclusive homes truly **stand-out**. We are in the process of updating all new & current exclusives to this format.

A FEW THINGS WE RECOMMEND TO OWNERS: We highly recommend that all Owners include the must-have amenity **Wi-Fi Internet**. We also recommend that Owners **include cleaning in their Price**. Increase the rent to cover the expense if needed. Tenants no longer expect to hire a professional cleaner. We **do not** recommend setting **temperature control schedules** or remotely controlling tenant's A/C temperatures. Some tenants feel this is an invasion of their privacy.

DIRECTIONS (HOW TO COMPLETE & SIGN YOUR AUTHORIZATION).

Fill out all applicable fields. It is the Owner's responsibility to make sure all data is accurate. Your listing's information will be displayed exactly as is provided by you.

Instructions:

1. **Review/Fill/Sign Page #1:** Review all fields carefully and enter the homes details. Make sure to fill in the **2019 Weekly Rate Field *REQUIRED** and enter **prices for all available weeks**. Note any weeks which you have rented or reserved for yourself. If you have multiple properties, they will all be included for you to sign.
2. **Review/Initial Page #2:**
 - **Initial two *REQUIRED fields. (#1 & #4)**
 - **Select Yes or NO for (#5, 6, 7) *REQUIRED**
 - **Initial to be "Exclusive" *Optional (#8)**
 - **Sign Page #2. *REQUIRED**
 - **Enter any Owner's Notes on top of this page.**
3. **Finalize:**
 - If you have filled in, initialed & signed all required fields, you will be able to click Finish when done. If not, it will jump to the required field you missed.
 - Select "**Finish**" button to finalize Authorization. Make sure you have reviewed everything thoroughly before clicking this, as you will not be able to make any changes after this. You can download or print the Authorization on the confirmation page by clicking the icons in top right. It will also be in the confirmation email.

Phyllis Pantano
Rental Manager

Andrea Schlosser
President & Broker

Matthew Schlosser
Vice President

Richard Pasquarella
IT Director

SCHLOSSER REAL ESTATE, INC.

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www.SchlosserRealEstate.com

THE SRE RENTAL PROCESS

Schlosser Real Estate receives Rental Authorization

Rental is placed on the market with property information taken exactly from owner. Owner provides keys or codes to access unit. Professional photography is taken. (If Exclusive, also includes video, floor plan and aerial imagery). Unit is added to website with new photos, media and virtual tour. It is now recommended that owner look over all information online to make sure everything is accurate.

Property is Rented Prior to 1/1

Upon receipt of a small deposit, the property is reserved. Leases are sent to both tenant and owner to sign.

Balance of 1/2 deposit is due January 31st, which is forwarded to owner including initial deposit less commission, once funds have cleared.

Property is Rented After 1/1

Deposit of 1/2 the balance is due at time of reservation. If tenant does not have the deposit or is not present at time of reservation, we allow 5 days to receive it or property is put back on the market.

When deposit of 1/2 the balance is received, leases are signed in office or emailed to tenant to digitally sign. It is then emailed to owner to digitally sign. When lease has been signed by both parties, a check less commission is sent to owner.

Owner Signs Lease

Once the owner digitally signs the lease, a fully executed copy is automatically emailed to the tenant, the owner and to Schlosser Real Estate. If either party does not do email, then hard copies may have to be mailed & returned. In this case, owner signs 3 copies, keeps 1 and mails back the other 2 copies.

Tenant Checks in

Tenant obtains keys from Schlosser office. Keys are not provided unless balance is paid in full and lease signed.

Additional Deposits sent to Owner

One week rental balances are sent to owner as they are received after clearing. Two week or longer rental balances are sent to owner on the 1st business day after tenant check-in.

Tenant Checks out

Tenant returns keys to Schlosser office.

Owner inspects dwelling

Owner is responsible to check property.

Security Deposit Return - Rental Complete

Schlosser Real Estate automatically returns the security deposit on the 5th day after expiration of the lease. Rental is now complete. If any security deposit issues exist, read below.

Use Caution if Withholding Security

In the State of New Jersey, Landlord/Tenant law favors the tenant. If the tenant can prove the taking of the money was not justified, the Court has the option of awarding damages to the tenant of up to three times the original amount of the security deposit.

For example, if you charge a tenant for a toaster which broke during his tenancy and it is determined it broke through no fault of the tenant, you may be liable for the cost of three toasters. As well, if something is damaged by a storm and not due to a tenant's negligence, retaining the security could make you liable for triple damages.

Nevertheless, if you do decide to hold security you must notify Schlosser Real Estate immediately but also in writing no later than 4 days after expiration of lease as the deposit will be returned on the 5th day. As a second verification, we will send one of our Representatives to inspect and verify the damage. However, if the tenant disputes the claims and notifies us in writing, we will provide the tenant with your contact info and vice versa and the dispute will be handled between owner and tenant.



State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION ON CIVIL RIGHTS
P. O. BOX 089
140 EAST FRONT STREET, 6TH FLOOR
TRENTON, NJ 08645-0089

PHILIP D. MURPHY
Governor

SIBILLA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

CRAG SASHIHARA
Director

TO: Property Owners

FROM: Gurbir S. Grewal, Attorney General, State of New Jersey
Craig Sashihara, Director, NJ Division on Civil Rights

DATE: August 2019

SUBJECT: Housing Discrimination Laws

The New Jersey Real Estate Commission requires every licensed broker or salesperson with whom you list your property to give you a copy of this notice. The purpose is to help you comply with the New Jersey Law Against Discrimination (the "LAD") and federal laws prohibiting discrimination in the sale or rental of real property.

In New Jersey, it is illegal to discriminate against a prospective or current buyer or tenant because of race, creed, color, national origin, sex, gender identity or expression, marital status, civil union status, affectional or sexual orientation, familial status, pregnancy or breastfeeding, actual or perceived physical or mental disability, ancestry, nationality, domestic partner status, source of lawful income used for mortgage or rental payments, or liability for service in the Armed Forces of the United States. It is also illegal to place any advertisement or make any statements or utterances that express, directly or indirectly, any limitations to offer housing or real estate based on any of those characteristics.

State and federal fair housing laws apply to a wide range of activities such as advertising, selling, renting, leasing, subleasing, assigning, and showing property (including open land). Here are some issues that come up frequently in enforcing the LAD:

- Discrimination based on "source of lawful income used for mortgage or rental payments" means, for example, that a landlord cannot reject a prospective tenant because he or she intends to rely on a Section 8 rental voucher, FEMA Voucher issued to Superstorm Sandy victims, or other types of rent subsidies.
- A "No Pets" rule cannot be enforced to prevent a person with a disability from using a service or guide dog. A landlord may not charge a tenant with a disability an extra fee for keeping a service or guide dog.

- Discrimination based on "familial status" prohibits discrimination against families with a child or children under 18 years old, and includes pregnant women.
- Landlords must permit a tenant with a disability—at that tenant's own expense—to make reasonable modifications to the premises if such modifications are needed to give the tenant full enjoyment of the premises.

Penalties. If you commit a discriminatory housing practice that violates the LAD, you may be subject to penalties not exceeding \$10,000 for a first violation, not exceeding \$25,000 for a second violation within five years of the first offense, and not exceeding \$50,000 for two or more violations within seven years.

Other remedies. Victims of discrimination may recover economic damages related to the discrimination (such as having to pay higher rent for another unit) as well as damages for emotional distress, pain and humiliation. In more egregious cases, a victim may also recover punitive damages.

Brokers. The broker or salesperson with whom you list your property must transmit to you every written offer he/she receives on your property. Brokers and salespersons are licensed by the New Jersey Real Estate Commission and their activities are subject to the general real estate laws of the State and the Commission's own rules and regulations. The broker or salesperson must refuse your listing if you indicate an intent to discriminate based on any of the protected classes.

Exemptions. The sale or rental of property (including open land) whether for business or residential purposes, is covered by the LAD. In most cases, the following sales or rentals are exempt from the LAD¹:

- Renting one apartment in a two-family dwelling if the owner lives in the other apartment.
- Renting a room or rooms in a one-family dwelling if the owner lives in the same dwelling.
- A religious organization can give preference to persons of the same religion when selling or renting real property.
- In certain types of housing designated for older persons, it is not unlawful to discriminate based on familial status.

¹ Discrimination in connection with some of the transactions covered by these exemptions may nevertheless be prohibited under the Federal Civil Rights Act of 1968, 42 U.S.C. 1981, 1982.

For more information about the LAD and Fair Housing Amendments Act of 1988, or if you have other questions about discrimination in the sale or rental of real property, including how to report a complaint, please review our website www.NJCivilRights.gov or call our Housing Hotline at (866) 405-3050. Please contact us if you would like the Division on Civil Rights to provide training on the subject of housing discrimination. Thank you.

Gurbir S. Grewal
Attorney General

Craig Sashihara
Director, Division on Civil Rights



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