

PROPERTY LISTING INFORMATION

OWNER INFORMATION

1. Owner: _____
2. Social Security/Federal I.D. #: _____
3. Mailing Address: _____
4. Phone: (H) _____ (W) _____ Cell: _____
5. Local Phone: _____ FAX: _____
6. Make Rental Checks Payable to: _____ Email: _____

PROPERTY INFORMATION

1. Address: _____ Unit/Floor: _____
2. Unit Telephone Number: _____
4. Minimum Rental Period: _____ Days (multiples of 7) Until? _____
5. Security Deposit Required? \$ _____
6. Agent: _____
- AC Repair: _____ Elec.: _____ Plumber: _____
- Appliance: _____ Cleaning: _____ Other Realtors (if any) _____

AMENITIES (Indicate Number of Each if Applicable)

| | | |
|---|--|---|
| Number of Bedrooms: _____ | Number of Baths: _____ | Occupancy limit: _____ |
| : : Washer : : Dryer : : Dishwasher : : Ceiling Fans : : Air Conditioning | : : Iron/Board : : Pool : : VCR : : Television : : Internet | : : Blankets : : Garage : : CLEANING SERVICE : : Deck : : Outside Furniture |
| : : King Beds : : Queen Beds : : Double Beds : : Twin Beds : : Bunk Beds | : : Sofa Bed [Q] [D] [S] : : Off Street Parking : : Smoke Free : : DVD : : Boat Slip | : : Microwave : : Pet Friendly : : Outside Shower : : Telephone : : BBQ Grille [G], [C] |

Please Fill in Your Rental Rates

Next Year Rentals (Fill In)

- 19.05/12/2012 _____
- 20.05/19/2012 _____
- 21.05/26/2012 _____
- 22.06/02/2012 _____
- 23.06/09/2012 _____
- 24.06/16/2012 _____
- 25.06/23/2012 _____
- 26.06/30/2012 _____
- 27.07/07/2012 _____
- 28.07/14/2012 _____
- 29.07/21/2012 _____
- 30.07/28/2012 _____
- 31.08/04/2012 _____
- 32.08/11/2012 _____
- 33.08/18/2012 _____
- 34.08/25/2012 _____
- 35.09/01/2012 _____
- 36.09/08/2012 _____
- 37.09/15/2012 _____
- 38.09/22/2012 _____
- 39.09/29/2012 _____
- 40.10/06/2012 _____
- 41.10/13/2012 _____
- 42.10/20/2012 _____

Long Term Rentals (Fill In)

- 1. Season _____
- 2. Month of July _____
- 3. Off Season Weekends _____
- 4. New Years Week _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

RENTAL LISTING AGREEMENT

TO: COLDWELL BANKER JAMES C. OTTON REAL ESTATE, AGENT

AUTHORIZATION AND DURATION Agent is hereby authorized to offer for rent the property described on the reverse side of this form according to the terms and conditions listed. AGENT'S authority shall begin upon the signing of this agreement and continue until _____.

PAYMENT OF RENTS AGENT shall receive on behalf of the OWNER/LANDLORD all rental deposits, payments of rent and all security and other deposits required pursuant to the owner/landlord's directions. All such funds made payable to or received by Agent shall be placed in Agent's trust account prior to disbursement.

Upon a lease being signed by TENANT and receipt of rental deposits or payments in advance, AGENT shall disburse funds to OWNER/LANDLORD, after deduction of commission as provided for in this agreement, in a timely manner: (a) Rent payments in advance shall be disbursed within 10 business days of receipt by the AGENT. (b) Any rental monies (payments) received for a rental reservation toward the following year shall not be disbursed until the month of January of the year of the rental as rents in advance, unless specifically requested by the OWNER/LANDLORD.

AGENT FEE OWNER/LANDLORD warrants ownership of property and authorizes AGENT to execute rental contracts (leases) on the OWNER/LANDLORD'S behalf subject to the receipt of and acceptance by OWNER/LANDLORD of rent in advance. OWNER/LANDLORD agrees to pay AGENT a professional service fee of _____ on any rental lease secured by AGENT. All payments are to be received by AGENT and agent's fee is to be deducted from each payment as it is received. OWNER/LANDLORD understands and agrees that the fee is solely for the purpose of securing tenants. Fee does not include property management services and specifically property inspection and ESCROW AGENT services on security deposits. OWNER/LANDLORD will notify AGENT prior to removing any time period from the rental market. If OWNER/LANDLORD fails to notify AGENT, leases written by AGENT take priority over a lease written by LANDLORD.

SECURITY DEPOSITS OWNER/LANDLORD acknowledges that if a SECURITY DEPOSIT is required on any lease that there are certain OWNER/LANDLORD responsibilities which must be adhered to and ESCROW AGENT has a duty to hold all parties to the terms and conditions of the security deposit agreement.

BUSINESS RELATIONSHIP Coldwell Banker James C. Otton Real Estate and _____, AS ITS AUTHORIZED REPRESENTATIVE(S) ARE WORKING AS A LANDLORD'S AGENT AND DISCLOSED DUAL AGENT IF THE OPPORTUNITY ARISES.

OWNER/LANDLORD hereby consents to disclosed dual agency.

_____ initials _____ initials

OWNER/LANDLORD ACKNOWLEDGEMENT OF RECEIPT OWNER/LANDLORD acknowledges receipt of the Memorandum of the Attorney General of New Jersey regarding discrimination, the Consumer Information and Statement on New Jersey Real Estate Relationships and that they have read and received a copy of this agreement.

APPROVALS AND PERMITS OWNER/LANDLORD shall apply for and obtain all necessary approvals, licenses and permits required by any and all governmental agencies having jurisdiction and shall maintain all such approvals, licenses and permits in good standing. Furthermore, AGENT IS held harmless for any actions or inactions by the OWNER/LANDLORD and declines MANAGING AGENCY.

REPAIRS/CLEANING Owner authorizes Coldwell Banker James C. Otton Real Estate to order emergency repairs and/or cleaning service for the property. These funds will be deducted from my rental check. In the event there are no rental monies, I agree to pay any bills incurred. THE OWNER AGREES TO HAVE A SPRING CLEANING PRIOR TO THE ARRIVAL OF THE FIRST TENANT. IT IS THE OWNER'S RESPONSIBILITY TO DELIVER THE PROPERTY IN A CLEAN AND SANITIZED CONDITION TO EACH INCOMING TENANT. COLDWELL BANKER JAMES C. OTTON REAL ESTATE CAN NOT HOLD SECURITY DEPOSITS FOR CLEANING.

As Owner/Landlord, you have the right to individually reach an agreement on any fee, commission or other valuable consideration with any broker. No fee, commission or other consideration has been fixed by any governmental authority or by a trade association or multiple listing services. Nothing herein is intended to prohibit an individual broker from independently establishing a policy regarding the amount of fee, commission or other valuable consideration to be charged in transactions by the broker.

IF YOU DO NOT UNDERSTAND ALL OF THE TERMS OF THIS DOCUMENT SEEK COMPETENT LEGAL ADVICE BEFORE SIGNING.

OWNER/LANDLORD

OWNER/LANDLORD

DATE

AGENT