



Long & Foster Real Estate Inc.
2307 Dune Drive
Avalon, NJ 08202
609.967.3001 Office

2024 Rental Listing Agreement

Enclosed is our 2024 Rental Listing Agreement. Please take the time to carefully review, complete and return to us as soon as possible so that we can begin fulfilling our 2024 rental requests. We have a lot of families looking for 2024 rentals!

Remember, the property information (amenities, rates & availability) that you provide is the information we are providing potential tenants. This information must be accurate as it will be made a part of your lease.

Services that set us apart:

- **Marketing:** Long & Foster understands that listing visibility, especially online, is one of the most critical elements of a successful rental season. That's why we have made significant investments in our online marketing program to ensure that prospective tenants can find your property.
- **VRBO:** Your rental listing will automatically be placed on the vacation rental sites VRBO and HomeAway by Long & Foster at no additional costs to you. This is just one more way we expand the visibility of your rental listing.
- **OwnerNet:** Access your rental property listing online. You can update your comments and amenities to your property listing via our Barefoot Rental System. To access OwnerNet simply visit www.lfvacations.com/owner-login.
- **DocuSign:** Electronic signatures make executing leases easy and fast.
- **Direct Deposit:** We offer the convenience of direct deposit to your bank account.

We strongly recommend the following:

1. Submit your 2024 rates ASAP!
2. Don't put off your post-season maintenance! Cleaning, carpet cleaning, touch up paint, etc. Tenants will judge your property on how they see it now, not how you intend to prepare it in the spring.
3. Wireless High-Speed Internet Service is now a MUST HAVE. Make sure you provide your current Wi-Fi Network Name and Password.
4. HVAC service contract: Do not get caught without it.
5. Good, reliable cleaning service. Families #1 priority is a clean vacation rental.

We look forward to an early start in renting your home for the 2024 summer season!

PLEASE call us (609-967-3001) if you have any questions regarding the Rental Listing Agreement enclosed.

***** Ask Your Agent About Our Exclusive Listing Rates For 2024 *****



Your Vacation Destination Starts Here

LFBvacations.com 609-967-3001

The Long & Foster Vacation Rentals Mission:

“Provide exemplary service to our owners and vacation rental guests”.

Long & Foster Vacation Rentals has a long history of success in the Avalon & Stone Harbor, and we strive to offer owners the highest levels of professionalism and customer service.

At Long & Foster Vacation Rentals, we help transform your Vacation Home into a sound financial investment. Let us show you how owning a Vacation property is easier and more profitable than ever.

Why Long & Foster Vacation Rentals?

At Long and Foster Vacation Rentals, we understand that the key to renting your property is visibility. That’s why we offer our owners the most comprehensive listing service in Avalon and Stone Harbor. Period.

Through our partnerships with VRBO, and our comprehensive marketing services, we ensure that your property will have maximum reach to potential renters interested in the Avalon and Stone Harbor markets.

Let us show you the Long & Foster Vacation Rentals difference and be sure to ask about our exclusive listing rates for 2024. Let us help you maximize your investment in 2024 and beyond!

The Long & Foster Vacation Rentals Difference:

We offer the most comprehensive listing service at the greatest value to owners in Avalon & Stone Harbor!

Have your property listed on:



No other real estate company can offer you more in Avalon and Stone Harbor!

In addition, we offer the marketing services and know-how to ensure that your property is front and center for potential renters through:

- Search Engine Optimizations (SEO) and Google Ads
- Comprehensive Email Marketing Plan
- Advertising mediums such as: print, Internet, email blasts, Facebook & Twitter, pre-arrival and post-vacation emails, guest surveys

At Long & Fosters Vacation Rentals, we make it easy for owners to rent their property, protect their investment, and get paid quickly and easily!

We offer:

- User friendly website that offers online booking 24 hours a day
- Instant lease confirmation via DocuSign
- Accidental Damage Protection Ins. – more protection for your property and higher customer satisfaction for your tenants
- Dedicated customer service team including mobile guest service technicians in season.
- Direct Deposit for- Owners – get paid quickly and easily

LONG & FOSTER®
— REAL ESTATE —

We Find it. We Sell it. We Finance it. We settle it. We insure it.

Everything you need to buy, sell, and a rent your vacation home.

Vacation Rental Listing Agreement

This Vacation Rental Listing Agreement ("Agreement") governs the terms under which Long & Foster Real Estate, Inc., Vacation Rental Division ("L&F") will represent Landlord _____ in listing and reserving rentals of the property located at: address _____ unit _____, (the "Unit").

1. LISTING: Landlord represents that Landlord is an Owner of the Unit and is authorized by all additional Owners to sign this Agreement. Landlord authorizes L&F to find renters for the Unit for the period and at the rates and terms specified on the Rental Property Sheet attached to this Agreement.

2. EFFECTIVE DATE & AUTOMATIC RENEWAL: This Agreement shall cover the period beginning on the date signed and ending 12/31/2024. The Agreement will automatically renew on December 31st of each year unless cancelled in writing by either L&F or Landlord. If the Agreement is terminated, Landlord shall be required to honor all reservations previously made by L&F where the renter has made an advance deposit.

3. COMMISSIONS & FEES: Landlord agrees to pay L&F a commission on gross rental payments at the rate of 12% of the total rent paid by Tenant. Landlord agrees that the advertised rate for the Unit may include additional fee(s) payable by the Tenant to L&F for additional services and therefore, the advertised "rent" may appear to be higher than the actual rent paid to Landlord. Further, L&F may charge each Tenant a non-refundable processing fee payable to L&F on each period of Tenant occupancy.

4. DEPOSITS: L&F shall require each Tenant to provide a deposit ("Deposit") to reserve the Unit. Except as prohibited by applicable law, interest earned on such Deposits shall be paid to L&F. All Deposits shall be non-refundable unless Landlord fails to comply with the terms of the Listing Agreement. L&F is authorized to refund any deposit, rent, or fee, or any portion thereof, in the event that, in L&F's discretion, the Unit is in disrepair, unfit for occupancy, or not adequately furnished. If L&F refunds a Deposit that has previously been paid to Landlord, L&F may recover that amount from Landlord or from any future funds due to Landlord.

5. ADVERTISING: Landlord authorizes L&F to display the Unit and details of the Unit online including on L&F's website, affiliated web-portals and/or syndicated feeds and, to the extent available, accept on-line reservations or otherwise advertise the availability of the Unit. Landlord authorizes L&F to display "For Rent" sign on Unit where such is permitted.

6. AVAILABILITY: Landlord agrees to make a good faith effort to keep L&F informed in a timely manner of any changes in availability as the result of plans for owner use or cooperating broker reservations.

7. LANDLORD STATEMENTS: L&F will process all invoices and pay to Landlord any Deposits or rent payments less any prior disbursements and, at L&F's option, any pro rata portion of the commissions earned by L&F by the 15th day or last day of the month after receipt by L&F of each Deposit or rental payment. Even if payment has been previously sent to Landlord, rental proceeds are not deemed earned until the occupancy period associated with such rental proceeds has occurred. L&F shall use reasonable efforts to collect all rental proceeds due for Landlord. L&F shall not be liable to Landlord for rental proceeds which cannot be collected for any reason, including, but not limited to, credit card chargebacks, bounced checks or fraud. L&F will submit a complete accounting for all receipts, taxes and disbursements. L&F shall not make any legal demands or undertake any litigation on behalf of the Landlord.

8. REGULATIONS: Landlord represents that the Unit is in compliance with all local, state and federal regulations pertaining to the health and safety of occupants of the Unit, including but not limited to obtaining current Mercantile licenses, providing smoke detectors and suitable water for drinking. Landlord further agrees to promptly take all necessary steps to comply with changes in these regulations at the expense of the Landlord. L&F is not responsible for insuring that the Unit is in compliance.

9. COSTS & EXPENSES: Landlord shall be responsible for paying all costs and expenses associated with the operation and maintenance of the Unit as a vacation rental. Such expenses shall include all income taxes, rental or business licenses, utilities, trash collections, pest control, hot tub and pool maintenance (if applicable), locksmiths, outside maintenance, including lawn or yard care, snow removal, property taxes, condo/HOA assessments, mortgage payments, casualty/liability insurance premiums and other costs associated with the maintenance of the Unit. L&F shall not be responsible for any late payment penalties, disconnect/reconnect fees, or other charges, incurred by Landlord.

10. MAINTENANCE: L&F is authorized to spend, on Landlord's behalf, \$200.00 to make the Unit habitable, including reasonable repairs and cleaning, and to deduct said sums from rental payments. Landlord authorizes L&F to replace or repair any damaged items up to a value of \$200.00 at the Landlord's expense.

11. TERMINATION OF RENTAL: Landlord is responsible for termination of any Lease Agreement in the event Tenant(s) or invitees engage in objectionable or illegal behavior, or if the Tenant(s) are in breach of the Lease Agreement.

12. INSPECTION: L&F's acceptance of this Agreement is subject to satisfactory inspection of the Unit within ten (10) days from the date this Agreement is fully executed and is subject to periodic inspection of the Unit thereafter.

13. FURNISHINGS: For the Unit to be rented successfully as a vacation accommodation, it must contain furnishings, including, but not limited to appropriate furniture, seating, bedding and kitchen supplies to meet occupancy needs. Landlord agrees to keep the Unit furnished in an acceptable manner.

14. SALE OF PROPERTY: Landlord shall notify L&F prior to listing of the Unit for Sale. If the Unit is sold, Landlord recognizes that the Unit shall be conveyed subject to the confirmed reservations already booked and shall notify purchasers of same prior to the transfer of title to the Unit. If Tenants must be relocated as a result of the sale of the Unit, any expenses incurred in said relocation shall be the responsibility of the Landlord, along with any and all commissions due. Upon notification that the Unit is listed for sale, L&F shall provide a Sales Rental Addendum provided by L&F and Landlord shall incorporate that addendum into their sale of property listing agreement and contract(s) of sale.

15. BEACH TAGS: L & F does NOT encourage or recommend that owners provide beach tags, as beach tags are often lost or misplaced by tenants thereby causing significant issues with subsequent tenants. L & F advises all tenants that beach tags are not guaranteed even if the owner references to supplying them. **If you plan to provide beach tags, please do so at your own risk.**

16. INSURANCE & LIABILITY: Landlord hereby indemnifies and holds harmless L&F and L&F's agents, directors, and/or employees from any and all claims, suits or damages of any kind arising in any way in connection with the rental of the Unit including damages to the Unit in connection with said rentals, Landlord's failure to comply with any applicable laws or regulations relating to occupant health and safety, or injury suffered by any Tenant, employee or other person unless caused by the willful conduct or gross negligence of L&F.

17. LOST RENTALS: In the event the Landlord cancels any reservation for any reason, Landlord agrees to pay L&F for any commissions L&F has earned for reservations already confirmed that have to be canceled or transferred. Landlord shall refund to L & F any payment made by the tenant (less any fees or commission collected by L & F which were not sent to the Landlord).

18. CANCELLATION POLICY AND PROCEDURES:

All tenants' requests to cancel a lease must be made in writing to L&F.

- a) Cancellation prior to receipt of a fully executed lease: if a tenant notifies L & F of their intention to cancel a lease prior to the receipt of a fully executed lease signed by the Landlord, the Landlord shall refund to L & F any payment made by the tenant (less any fees or commission collected by L & F which were not sent to the Landlord) and the reservation shall be cancelled with no further obligation between the parties.
- b) Cancellation after receipt of fully executed lease: if a tenant notifies L & F of a need to cancel a lease after the tenant has received a fully executed copy of the lease from the landlord, any refund will be subject to the property re-renting at the agreed upon price. Owner will attempt to re-rent the property and the tenant will continue to be responsible for the full amount of the rental under the terms, conditions, and payments of the lease until at such time the property is re-rented.
- c) Refunds to the tenant: if the property re-rents at full price, the landlord shall refund the tenant the amount received by the Landlord (less any commission or other fees collected by L & F which were not sent to the Landlord). If the property is not re-rented for the full price, the difference will be due from the tenant and/or will be deducted from any payments received. L & F shall refund the tenant the proportional amount of commission received by L & F based on the refund amount. No refunds shall be due to tenant until the Landlord has received payment and an executed lease for the replacement reservation. Please note, if the landlord decides to utilize the property during the timeframe from the cancelled lease for their own use and does not actively list the week as available leading up to the check-in date, the landlord agrees to refund the tenant in full.

19. RENOVATION: Before Landlord begins a renovation of the Unit, Landlord will notify L&F of the timeframe that the Unit will be unavailable (“Construction Period”). Unless the renovation is to cure a dangerous condition in the Unit, the Construction Period will not occur during the Peak Season. If renovations are not completed during that Construction Period or if Landlord fails to notify L&F of the Construction Period and reservations are in place, Landlord agrees to pay any expenses L&F and/or the Tenant may incur due to a relocation of the Tenant.

20. NO PROPERTY MANAGEMENT AGREEMENT: Landlord agrees that L&F shall be responsible only for those duties to which L&F expressly agrees herein and for no other acts or duties, even if and when L&F may, upon occasion, perform certain duties not otherwise described or required by this Agreement. L&F is acting as a rental listing broker and has no liability to Landlord or Tenant for the performance of any term or covenant of a Lease Agreement. L&F is not responsible for any violations of any applicable codes, rules, laws and regulations respecting the Unit condition.

21. SURVEILLANCE EQUIPMENT: Unless otherwise authorized in writing by a Tenant, Landlord will remove or disable any video cameras and other surveillance equipment both inside and outside the property prior to any occupancy by a Tenant. If the Landlord operates any video cameras or other surveillance equipment while the property is unoccupied, Landlord will post notice of such surveillance in a conspicuous place. Landlord agrees to indemnify and hold L&F harmless against any loss, claim, civil action, criminal action, or regulatory action related to violations of New Jersey or federal laws related to privacy or Landlord’s use or placement of surveillance equipment at the property.

22. ACKNOWLEDGEMENTS BY LANDLORD: Landlord acknowledges as follows:

- a) The Unit shall be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, disability, or elderliness or any other protected class, in compliance with all applicable federal, state and local fair housing laws and regulations.
- b) A "service animal" does not constitute a "pet" under applicable law. Even if Landlord prohibits pets in a Unit, Landlord acknowledges that Landlord and L&F shall allow any Tenant to rent the Unit with a service animal. Landlord may not require an additional "pet deposit" for a Tenant with a service animal.
http://www.ada.gov/service_animals_2010.htm
- c) Landlord acknowledges receipt of the Consumer Information Statement on New Jersey Real Estate Relationships and has reviewed to Landlord’s satisfaction. Landlord acknowledges that L & F intends to work with Landlord as a Transaction Broker.

23. ADDITIONAL PROVISIONS:

- a) This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party to this Agreement except to the extent incorporated in this Agreement. This Agreement may not be modified or changed except in writing signed by the L&F and Landlord. The rights and obligations of the parties under this Agreement shall not be assignable except with the prior written consent of the other Parties hereto.
- b) This Agreement shall inure to the benefit of the parties hereto and shall be binding upon the parties hereto and their respective heirs, successors, and assigns.
- c) This Agreement shall be construed as to both validity and performance and enforced in accordance with and governed by the laws of the state in which the Unit is located.
- d) If any provision of this Agreement shall be invalid or unenforceable to any extent, the remaining terms, conditions, and provisions of this Agreement shall not be affected thereby, and each remaining term of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law. If any provision of this Agreement is so broad as to be unenforceable, such provisions shall be interpreted to be only as broad as is enforceable.
- e) In case of default by either L&F or Landlord, the defaulting party agrees to pay all expenses, including, but not limited to, reasonable attorneys' fees, which may be incurred by the non-defaulting party in attempting to enforce its rights under this Agreement.

Landlord Signature: _____

Landlord Signature: _____

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

Landlord Mailing Address: _____

Mobile #: _____

2nd Contact Phone #: _____



Long and Foster Real Estate, Inc

2307 Dune Drive, Avalon, NJ 08202
609-967-3001 * www.LFVacations.com



2024 RENTAL LISTING RATES & AMENITIES

OWNER INFORMATION

- Owner: _____
- Mailing Address: _____
- Email Address: 1. _____ Email Address 2. _____
- Mobile Phone: _____ Company/LLC Name: _____
- Preferred Contact Number: _____ 2nd Contact Phone: _____

PROPERTY INFORMATION

- Address: _____ Unit/Floor: _____
- Owner has pets on premises at any time during the year: Yes No If Yes, type of pet: _____
- Would you consider selling: Yes No

AMENITIES

**If any information below has changed from the previous year, please update.
If there are no changes, please continue to page 2.**

OF BEDROOMS: _____ **Occupancy Limit:** _____ **# of Baths: Full** _____ **Half:** _____ **Check-In Time:** _____

Groups Allowed:
 Handicap Accessible: Yes No
 Pet Friendly: Type: _____
 Water View:
 # Dining Seats: _____
 Fireplace: Gas Wood Electric
 Elevator:
 Bonus Room:
 Internet: Wired Wireless None
 Cable TV: Streaming TV
 # TV's _____
 A/C: Yes No
 A/C Type: Central Window Split
 Heat: # Ceiling Fans _____
 Beach Tags Included: Number _____
 Boat Slip: Boast Slip # _____
 Fenced in Yard:
 # Decks _____
 Hot Tub: Porch:
 Pool: Heated:
 Pool Type: Private Community:
 Owner Provides Full Linens:
 Owner Provides: Pillows: Blankets:
 Grill: Gas Charcoal Electric
 Outside Shower: Cold Heated:

Off-street Parking: Spots _____
 On-Street Parking:
 Garage: For Tenant Use?
 Furnished Deck:
 Deck Furniture Info: _____
 Beach Equipment: (Chairs, Umbrellas, etc.) _____
 Screened Porch:
 Bicycles: Number _____
 # King Beds _____
 # Queen Beds _____
 # Double Beds _____
 # Single Beds _____
 # Bunk Beds (2 Singles) _____
 Pyramid Beds _____
 Pyramid Bed Sizes _____
 Trundle Beds (Size) _____
 Sofa Beds: Number _____
 Sofa Bed(s) Size: _____
 Futons: Number: _____
 Futons (s) Size: _____
 Blender:
 Coffee Maker:
 Coffee Maker Type: Keurig Drip

Dishwasher:
 Ice Maker:
 Iron:
 Ironing Board:
 Microwave:
 Oven:
 Refrigerator:
 Stove Top:
 Toaster:
 Toaster Oven
 Washer: Shared?
 Dryer: Shared?
 Garbage Disposal:
 Vacuum:
 Lobster Pot:
 Extra Mini Refrigerator:
 Extra Full Refrigerator:
 First Floor Bedroom:

Wi-Fi Network:

Wi-Fi Password:

SECURITY CODES

Door: _____ **Garage:** _____ **LockBox:** _____

Co-Brokers:

Compass Avalon AV/SH Premier Berkshire Avalon Blue Homes Coldwell Banker AV Coldwell Banker SH Compass SH
Compass Soens Diller AV Diller SH Ferguson Newbold Purdy RE/MAX AV Sotheby's Powerplay

Property Manager: _____ Cleaning: _____ Handyman: _____

Electrician: _____ Heat/AC: _____ Plumbing: _____

RATES AND AVAILABILITY

() Friday to Friday

() Saturday to Saturday

() Sunday to Sunday

Week	Daily Rate	Weekly Rate	Week	Daily Rate	Weekly Rate	Off-Season Daily Rate/Minimum Stay	Rate
5/4			8/3			Minimum Nights Stay*	
5/11			8/10			Circle One 2 3	
5/18			8/17			*If none selected, we would default to 3-Night min	
5/25			8/24				
6/1			8/31				
6/8			9/7				
6/15			9/14				
6/22			9/21				
6/29			9/28				
7/6			10/5				
7/13			10/12				
7/20			10/19				
7/27			10/26				

Seasonal Rentals: Dates: _____ Rate \$ _____ Security Deposit \$ _____

Winter Rentals: Dates: _____ Rate \$ _____ Security Deposit \$ _____

Seasonal/Winter Utilities Included () Yes () No Tenant Pays () Electric () Gas () Cable

DAMAGE WAIVER / SECURITY DEPOSIT: Initial A or B. If no line is initialed, Damage Waiver **WILL** apply:

A. **Damage waiver is in effect for all lodging agreements on this unit.** Each tenant will be charged an accidental damage waiver ("Damage Waiver"), as an additional cost, for protection of the unit in lieu of a security deposit. **The damage waiver is part of Long & Foster's rental contract with the tenant. The damage waiver reimburses for accidental damages caused by tenants up to \$3,000.00 provided the damage to the unit is not the result of willful, wanton or grossly negligent behavior.** The damage waiver does not cover damages caused by pets (See pet deposit info below). If the damages exceed \$3,000.00 or are the result of willful, wanton, gross negligent behavior or caused by tenants' pets, the damage waiver program shall not apply and Long & Foster will notify the tenant of their duty to reimburse any loss incurred by the Landlord. In no event shall Long & Foster be liable for damages caused by tenant or their, tenants, invitees, visitors or any other person or animals provided with access to the Unit by the tenant.

B. Landlord requires a security deposit in the amount of \$ _____ and **does not consent to the Damage Waiver.** Landlord requires that each tenant deposit a security deposit in lieu of the damage waiver. Unless contrary to applicable law, any interest earned on said security deposit shall be the sole property of Long & Foster. Landlord understands and acknowledges that the security deposit may be automatically refunded to the tenant thirty (30) days after termination of the lodging agreement unless otherwise directed by landlord in writing. Landlord shall be solely responsible for monitoring the condition of the property and advising Long & Foster, in writing, as to the disposition of the Security Deposit within said thirty (30) day period. Long & Foster, will attempt, but is not obligated, to report any visible damage to the unit. If any deposit is to be retained, Long & Foster must have received a statement in writing as to the reason for the landlord withholding money within seven (7) calendar days of tenant checkout. Landlord understands that this explanation will be forwarded to the tenant. Landlord will also provide copies of all invoices and photographs pertaining to the withheld security deposit to Long & Foster within fourteen (14) days of the tenant checkout. Landlord understands that these invoices will also be forwarded to the tenant.

Pet Rent: Check A, B or C. If no line is checked, pets will not be allowed.

A. No pets are allowed.

B. Pet rent in the amount of \$ _____ is required for any allowed pet.

C. Pet rent in the amount of \$ _____ plus additional deposit in the amount of \$ _____.

I certify that (a) All information shown in this rate summary sheet is correct and that my property is equipped with all the amenities as described. (b) All rental licenses required by city, county or local governments have been obtained and will be provided to Long & Foster as requested. (c) All mechanical systems for the unit are in good working order and have been property maintained. (d) Landlord has in place adequate liability, property and casualty insurance and will provide proof of such insurance to Long & Foster upon request.

Landlord

Date

Landlord

Date



To ensure we have the most up-to-date information for your property please complete the following and return with your signed listing agreement.

Wi-Fi Internet Information

Who is your internet provider: _____

Wi-Fi Network Name: _____

Wi-Fi Password: _____

Tenants will gain access to your property via:

Key (Please remember if you change locks at any time to please provide our office with the new key)

Electronic Door Code What is the code: _____

Will the code stay the same for the entire season: _____

Lockbox What is the code or combination: _____

Location of the lockbox: _____

If Property Has A Garage:

Will Tenants Have Access To Garage: Yes No

If Yes Above, How Do Tenants Access Garage: Key Other: _____

Electronic Garage Code: _____

If you have a storage closet or storage area that the tenants will have access to, please provide any codes needed to access the storage area below:

Storage Area Access: Key Lockbox Combo: _____

Electronic Door Code For storage area: _____

Storage Area location: _____

Any additional information on the location of the storage area: _____

Any additional information that tenants will find helpful to access your property.
(Gate Codes, Key Fobs, etc.): _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 46%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 73%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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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	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS 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-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), 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.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



DIRECT DEPOSIT AUTHORIZATION

Initiate Direct Deposit Revise Direct Deposit Terminate Direct Deposit

AUTHORIZED AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Company Name: Long and Foster Real Estate, Inc.

Company ID Number: 54-0840457

I hereby authorize Long and Foster Real Estate, Inc. to deposit my rental income through ACH credit entries and to initiate, if necessary, debit and adjustments for any credit entries in error to the following account:

Select One:

Checking Account

(attach a voided check)

Savings Account

(attach routing & account # from your financial institution)

Routing & Account number (please print)

Routing & Account number (please print)

Financial Institution

City

State, Zip

**>>>>PLEASE BE ADVISED<<<<
A VOIDED CHECK OR SAVINGS VERIFICATION IS NEEDED IN ORDER TO PROCESS YOUR DIRECT DEPOSIT. YOUR REQUEST WILL NOT BE PROCESSED IF YOU DO NOT INCLUDE A VOIDED CHECK OR SAVINGS ACCOUNT VERIFICATION.**

Should I change my financial institution and/or account number, it is my responsibility to notify Long & Foster as soon as possible. This authority is to remain in effect until Long & Foster has received written notification from me of its termination in such manner as to afford Long & Foster and my bank a reasonable opportunity to act on it.

PROPERTY ADDRESS

NAME (please print)

DATE

SIGNATURE

FOR COMPANY USE ONLY

Date Received: _____

Processed By: _____

Barefoot ID: _____

NOTES: _____

Vacation Rental Insurance vs. Security Deposits

Here at Long & Foster, we understand the value of your rental property. We also understand the need to protect such an important investment.

That is why we offer two options to protect your rental property: Damage Plan and Security Deposit

Vacation Rental Insurance (aka Damage Plan)

Offering damage protection to tenants is one way to cover your property in case of accidents. Long & Foster offers a Damage Plan insurance that covers up to **\$3,000** in accidental damage to your property. It's hassle-free as there are no refunds involved – guests just pay a small non-refundable extra fee on top of their rental amount.

According to studies, more than three quarters of guests prefer to pay the small additional fee, instead of a large refundable deposit. If you choose to elect this coverage for your rental property, please carefully read below:

What does it cover?

The Vacation Rental Damage Protection plan covers accidental and unintentional damage or third-party theft to the unit because of a Renters inadvertent acts or omission during a scheduled stay up to the plan maximum.

For example, it covers wine accidentally spilled on carpet, or a broken window or cracked glass tabletop due to horseplay by the kids.

What does it not cover?

1. Intentional acts of a guest.
2. Gross negligence or willful conduct.
3. Normal wear and tear. i.e., worn carpeting, rusted BBQ grill, old appliance, etc.
4. Damage or loss caused by violation of lease.
5. Acts of God, weather related events.
6. Excessive trash/trash removal or excessive cleaning fees.

Terms and conditions are listed within the Description of Coverage that can be found online at www.csaclaims.com

Security Deposit

A security deposit is an amount of money that tenants pay upfront to cover the costs of any damages they may incur during their stay. If there is no damage reported after check-out, the deposit is returned to the guest in full. If damage does occur, the amount to repair the damage is deducted from the security deposit.

There are some drawbacks to requiring a security deposit, as overly large deposits can deter some guests from choosing your home as their next vacation rental. Please note that security deposits do not cover a trash removal or an excessive cleaning fee.