



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

With 50 years in the vacation rental business, Long & Foster knows what works.

And with a long history of rental success in Cape May, we know how to deliver results.

Why Long & Foster Vacation Rentals? Listing your rental with Long & Foster just makes sense.

Reach Matters. With offices throughout the Mid-Atlantic and Southern states, we have local offices right where our tenants live. No other local office can offer you such strong name and brand recognition.

Visibility is Everything. We offer our owners the most comprehensive listing service in Cape May. Period. With our significant investment in online marketing and our strategic partnership with VRBO, your property will have maximum exposure to potential renters interested in vacationing in Cape May.

We Work for You. We earn our commission by doing exactly what we promise, and there are never any hidden fees. You only pay us if we succeed - a fully booked calendar is our goal, and that is what we strive to do.

The Difference is in the Details – Here is The Long & Foster Vacation Rentals Difference:

We believe we offer the strongest value proposition to Cape May owners through our strategic efforts to:

- Invest in a brand-new website that makes it easier than ever for tenants to find and connect with your property...
- Partner with VRBO, by listing your property there at no cost to you...
- Use an aggressive online marketing strategy, including extensive SEO efforts and targeted Google Ads...
- Implement a comprehensive email marketing program targeting our large subscriber list...
- Advertise in mediums such as: print, Facebook, Instagram & Twitter
- Make it easy to pay. By offering tenants an online payment portal and by using phone payment options, including credit cards, ACH payments and traditional check processing, we make it simple to make you \$\$.
- Put your needs first! This is your home, your investment, and we never forget that we work for you!

We never penalize owners for using or renting their own weeks.

Truth is -- No other real estate company can offer you more in Cape May.

We understand that you have options. We want to be a part of your vacation rental success story.

Our goal is to provide you with top-notch performance and excellent customer service to help you get there.

When Vacation Rental Success, Satisfaction, and Service Matter – Choose Long & Foster!

Long & Foster Vacation Rentals – Cape May Office
501 Lafayette Street – Cape May, NJ - 08204

Phone: 609.884.1007 Email: cmnj@lfbvacations.com Website: LFBvacations.com

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 ensuring 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 tenant's 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

501 Lafayette Street
Cape May, NJ 08204

609-884-1007 * 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: <input type="checkbox"/> | Off-street Parking: <input type="checkbox"/> Spots _____ | Dishwasher: <input type="checkbox"/> |
| Handicap Accessible: Yes <input type="checkbox"/> No <input type="checkbox"/> | On Street Parking: <input type="checkbox"/> | Ice Maker: <input type="checkbox"/> |
| Pet Friendly: <input type="checkbox"/> Type: _____ | Bank St Lot/Permit Parking: <input type="checkbox"/> | Iron: <input type="checkbox"/> |
| Water View: <input type="checkbox"/> | Garage: <input type="checkbox"/> For Tenant Use? <input type="checkbox"/> | Ironing Board: <input type="checkbox"/> |
| # Dining Seats: _____ | Furnished Deck: <input type="checkbox"/> | Microwave: <input type="checkbox"/> |
| Fireplace: Gas Wood Electric | Deck Furniture Info: _____ | Oven: <input type="checkbox"/> |
| Elevator: <input type="checkbox"/> | Beach Equipment: (Chairs Umbrellas etc.) _____ | Refrigerator: <input type="checkbox"/> |
| Bonus Room: <input type="checkbox"/> | Screened Porch: <input type="checkbox"/> | Stove Top: <input type="checkbox"/> |
| Internet: Wired Wireless None | Bicycles: <input type="checkbox"/> Number _____ | Toaster: <input type="checkbox"/> |
| Cable TV: <input type="checkbox"/> Streaming TV <input type="checkbox"/> | # King Beds _____ | Toaster Oven: <input type="checkbox"/> |
| # TV's _____ | # Queen Beds _____ | Washer: <input type="checkbox"/> Shared? <input type="checkbox"/> |
| A/C: Yes <input type="checkbox"/> No <input type="checkbox"/> | # Double Beds _____ | Dryer: <input type="checkbox"/> Shared? <input type="checkbox"/> |
| A/C Type: Central <input type="checkbox"/> Window <input type="checkbox"/> Split <input type="checkbox"/> | # Single Beds _____ | Garbage Disposal: <input type="checkbox"/> |
| Heat: <input type="checkbox"/> # Ceiling Fans _____ | # Bunk Beds (2 Singles) _____ | Vacuum: <input type="checkbox"/> |
| Beach Tags Included: <input type="checkbox"/> Number _____ | Pyramid Beds _____ | Lobster Pot: <input type="checkbox"/> |
| Boat Slip: <input type="checkbox"/> Boat Slip # _____ | Pyramid Bed Sizes _____ | Extra Refrigerator: <input type="checkbox"/> |
| Fenced in Yard: <input type="checkbox"/> | Trundle Beds (Size) _____ | First Floor Bedroom: <input type="checkbox"/> |
| # Decks _____ | Sofa Beds: <input type="checkbox"/> Number _____ | Cleaning Fee: <input type="checkbox"/> Fee: _____ |
| Hot Tub: <input type="checkbox"/> Porch: <input type="checkbox"/> | Sofa Bed(s) Size: _____ | Screened Porch: <input type="checkbox"/> |
| Pool: <input type="checkbox"/> | Futons: <input type="checkbox"/> Number: _____ | Beach Box: <input type="checkbox"/> |
| Pool Type: Private: <input type="checkbox"/> Community: <input type="checkbox"/> | Futons (s) Size: _____ | Box Location: _____ |
| Owner Provides Full Linens: Yes <input type="checkbox"/> No <input type="checkbox"/> | Blender <input type="checkbox"/> | Wi-Fi Network: |
| Owner Provides Pillows <input type="checkbox"/> Blankets <input type="checkbox"/> | Coffee Maker: <input type="checkbox"/> | _____ |
| Grill: Gas <input type="checkbox"/> Charcoal <input type="checkbox"/> Electric <input type="checkbox"/> | Coffee Maker Type: Keurig Drip <input type="checkbox"/> | Wi-Fi Password: |
| Outside Shower: Cold <input type="checkbox"/> Heated: <input type="checkbox"/> | | _____ |

SECURITY CODES

Door: _____ Garage: _____ Beach Box: _____ LockBox: _____

CONTACT INFORMATION

Property Manager: _____ Electrician: _____ Cleaning: _____

Heat A/C: _____ Handyman: _____ Plumbing: _____



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.): _____

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.



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: