

Procedures for 'NEW RENTAL LISTINGS':

You MUST supply a PROPERTY DESCRIPTION with the completed listing form.

Must be more than two or three sentences.

The better your description, the better chance a tenant will like the property and inquire about it.

Page 1: You must insert the property address.

Owner must INITIAL for either "A" or "B" under para.3, Commissions

Opt A: rent exclusively with L&F: 10% property commission

Opt B: rental shall NOT be exclusive: 12% property commission

>Please supply co-broker names

Page 2: Owner must select and INITIAL EITHER paragraph 14 or 15:

Para.14 = Insurance program for accidental damage waiver insurance

Para.15 = hold security money from tenant (i.e. \$250, \$500, etc.)

Page 3: Owner must complete ALL contact information at the bottom.

Owner must sign where indicated

Agent must sign where indicated (shown as Broker)

Page 4: Key number (Karen will obtain number from Jacqui/front desk)

Location (bay front, beach front, beach block, mid-island, etc.)

Rental period (7 days, seasonal, etc.)

Enter as many service reps as possible (cleaner, AC, appliance, etc.)

******* IF NOT EXCLUSIVE: MUST LIST OTHER REAL ESTATE AGENCIES AN THE TOP**

******* IF WIFI provided: MUST ENTER BOTH Username AND Password**

Owner MUST enter as much amenity information as possible.

Page 5: Enter rates

Any other pertinent information: Saturday to Saturday, etc.

Owner must sign where indicated

Agent must sign where indicated

Page 6: W-9 MUST BE PROVIDED BY OWNER TAXPAYER ID NUMBER.

Must be completed by owner with owner's number and signature.

(If a husband and wife: if the checks are to be made payable to the husband, the husband must supply his social security number and sign the W-9)

Must see below:

Give listing agreement (form) to Karen.

Give keys to Jacqui at the Front Desk.

Enter Photograph instructions in photo log which is kept near the front copier.

After the property is entered into Barefoot:

Any changes to the property itself are to be given to the Front Desk

Any changes to the rates, give to Casey, Karen or the Front Desk

**ANY CHANGES TO THE OWNER OR COMMISSIONS MUST BE GIVEN TO
CASEY or KAREN!!**

**Vacation Rental and License Listing Agreement
 Long & Foster Real Estate, Inc.**

This Vacation Rental License Listing Agreement ("**Agreement**") shall be effective upon the date of full execution ("**Effective Date**") by and between Long & Foster Real Estate, Inc., Vacation Rental division ("**Broker**"), and the undersigned owner ("**Owner**") and pursuant to the terms hereof, Broker is hereby authorized to act as the Rental Broker for the undersigned Owner under the following terms:

1. **AUTHORIZATION.** This Agreement shall govern the terms and conditions of Broker's representation of the Owner in connection with listing and reserving the rental of the property located at: _____ (the "**Unit**"). The Owner further represents that he/she is the owner of the subject Unit or is duly empowered by the Owner to sign this Agreement and, by signing, hereby authorizes Broker to prepare and sign on his/her behalf any lease or lodging agreement ("**Lodging Agreement**") with a short-term tenant ("**Guest**") for the Unit which is in conformity with all the terms and conditions under which the Unit is offered for rent (including, by way of illustration, the minimum rental period, rental rate and occupancy limitations, etc.). The Owner, having named Broker as rental agent for the Unit, and by execution of this Agreement authorizes Broker to procure renters for the Unit for the period the Owner wishes to offer the Unit for rent at the rates and on the terms specified and in accordance with the Rental Property Rate and Amenity Information Sheet attached hereto as Exhibit A. It is expressly agreed that this Agreement shall not be effective unless and until the Rental Property Rate, Amenity Information Sheet and W-9 is completed by Owner and provided to Broker. Owner shall update the Rental Property Rate, Amenity Information Sheet and W-9 on an annual basis.
2. **EFFECTIVE DATE & AUTOMATIC RENEWAL.** This Agreement shall automatically renew on a year to year basis unless canceled by either party hereto upon ninety (90) days written notice. Should termination of this Agreement occur, all reservations confirmed with an advance deposit shall be honored by the Owner with no exception. Provided however, that after termination of this Agreement, in the event of a Guest cancellation, Broker shall not be obligated to re-rent the Unit for the same time period to make up for lost rent should Broker no longer be your listing company.
3. **COMMISSIONS & FEES:** Owner agrees to pay Broker a commission on gross rental payment(s), deductible from the Deposit (defined herein) or subsequent rental payments if not paid in full from deduction from the Deposit, at the following rates:

If the Unit is listed exclusively with Broker, then the following rates shall apply: _____ %

If the Unit is **NOT exclusively** listed with Broker, then the following rates shall apply: _____ %

Initial the appropriate line below. If no choice is made below, the Unit will be deemed to be **exclusively** listed with Broker:

A. _____ It is hereby agreed by Owner that the Unit **SHALL** be listed exclusively with Broker.

B. _____ It is hereby agreed by Owner that the Unit **SHALL NOT** be listed exclusively with Broker.

SELECT
 A OR B

4. **DEPOSITS:** Broker shall require each Guest to provide a deposit ("**Deposit**") to reserve the Unit. Interest on advance Deposits, if any, shall be the property of the Broker. Upon receipt of the Deposit for the Unit, Broker shall disburse said Deposit to Owner, minus the commission earned by Broker, on the following 15th or last day of the month after receipt of the Deposit from the Guest. In the event that commission is due in excess of the Deposit amount, the Deposit shall not be disbursed to the Owner and any remaining balance on the commission payments shall deducted from any subsequent rental payment received by the Broker from Guest until the commission is paid in full. It is agreed that all Deposits provided by Guests shall be non-refundable except in the event of a breach of a Lodging Agreement by Owner. Specifically, a Deposit may be returned to a Guest by Broker if the Unit is unavailable, the condition is unacceptable or the Unit is otherwise in violation of the terms of this Agreement and Broker is required to relocate a Guest. Broker shall also have discretion to refund a Guest Deposit in exceptional circumstances related to the Unit. If such a refund is warranted and the Deposit and/or Rent has been previously disbursed to the Owner, Owner agrees to refund such amount to Broker or Broker may, at its option, retain any future funds paid to Broker for subsequent rentals of the Unit until such deficiency is cured.
5. **ADVERTISING:** Owner hereby authorizes Broker to display the Unit and details of the Unit online including Broker's website, affiliated web-portals and/or syndicated feeds and, to the extent available, accept on-line reservations. Owner further authorizes Broker to display "For Rent" sign on Unit where such is feasible and permissible.
6. **RATE CHANGES:** Rate changes must be received by October 1st to become effective for the following year. It is hereby understood and agreed that the advertised rate for the Unit may include additional fee(s) payable by the Guest to the Broker for additional services and therefore, the advertised "rent" may appear to be higher than the actual rent paid to Owner. It is further understood that Broker shall charge each Guest a processing fee on each period of Guest occupancy in addition to the commission listed above to defray booking and processing costs.
7. **OWNER-HELD DATES:** Owner agrees to provide Broker a minimum six (6) week period during the period from June 1st through August 30th ("**Peak Season**") during which the Unit shall be available for rental. Owner shall communicate any Owner held dates during the Peak Season on or before October 1 of the preceding year. All reservations, licenses and Lodging Agreements shall be honored by the Owner whether or not the Owner has been notified. Broker is specifically authorized to relet the Unit when the Guest is in default, either because of their absence, or for other reasons set forth in the Lodging Agreement. Owner has specified in the attached Exhibit A the periods of time to be held for Owner use. It is expressly understood that all reservations, licenses or Lodging Agreements, tentative or confirmed, shall be honored by the Owner and that a Guest shall not be moved to another Unit for the Owner's use or use by Owner's personal guests.
8. **OCCUPANCY RULES:** Owner agrees that occupancy use of the Unit either by Owner or Owner's personal guests, shall be subject to the occupancy rules, including check-in and check-out times, as established by the Broker.
9. **OWNER USE:** When owner desires to occupy the rental Unit, Owner must adhere to the following procedure: 1. Contact Broker to determine availability of Unit or check availability on-line. 2. Request that Unit be blocked for owner use if desired dates are available. 3. Schedule cleaning and linen service (if applicable).
10. **OWNER STATEMENTS:** Broker will process and remit all invoices and rent payments less disbursements by the 15th day and last day of the month after receipt by Broker of each rental or deposit payment. **Even if payment has been previously sent to Owner, as will often be the case, rental proceeds are not deemed earned until the occupancy period associated with such rental proceeds has occurred and therefore, may be refunded in the event of a breach of the Lodging Agreement by Owner as provided herein.** Broker shall disburse any rent paid by a Guest to Owner pursuant to the terms of this Agreement. Broker shall use reasonable efforts to collect all rental proceeds due for Owner; however, Broker shall not be liable to Owner for rental proceeds which cannot be collected for any reason, including, but not limited to, **credit card charge-backs, bounced**



checks or fraud. Broker will submit a complete accounting for all receipts, taxes and disbursements. Broker shall not be obligated to make any legal demands or undertake any litigation on behalf of the Owner.

11. **REGULATIONS & INDEMNIFICATION:** Owner represents to Broker that Unit is in compliance with all local, state and federal regulations pertaining to the health and safety of occupants of the subject Unit, including but not limited to the installation of operative smoke detectors and suitable water for drinking. Owner affirmatively represents that he/she has obtained all required rental licenses with the appropriate municipal authority. Owner acknowledges that maintaining these licenses is an obligation of the Owner and not the Broker. If applicable, Owner shall provide a copy of any rental licenses to Broker upon execution of the Agreement and shall provide proof of annual renewal of any such licenses. Owner further agrees to promptly take all necessary steps to comply with changes in these regulations at the expense of the Owner. Both parties agree that Broker is not responsible for insuring that the Unit is in compliance. Owner shall and hereby does indemnify and hold harmless Broker and Broker's agents, directors, and/or employees from and against any and all claims, suits or damages of any kind arising in any way to non-compliance with said regulations.
12. **OWNER OBLIGATIONS:** Unless otherwise provided, Owner shall be responsible for paying all costs and expenses associated with the operation and maintenance of the Unit as a vacation rental accommodation. Such expenses shall include but are not limited to: 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 (if applicable) casualty/liability insurance premiums (in amounts required by applicable law) and other costs associated with the maintenance of the Unit. Broker shall not be responsible for any late payment penalties, disconnect/reconnect fees, or other charges, which may be incurred by Owner. Under no circumstances shall Broker be obligated to pay any obligation on behalf of Owner with Broker's own funds.
13. **MAINTENANCE & EMERGENCY REPAIRS:** Owner agrees to have mechanical systems and appliances serviced regularly and in good working order. Broker is authorized to expend such sums as in the Broker's discretion that may be necessary to make the Unit habitable, including but not limited to reasonable repairs and cleaning, and to deduct said sums from rental payments. Owner hereby authorizes Broker to replace or repair any damaged items up to a value of ONE HUNDRED FIFTY AND 00/100 DOLLARS (\$150.00) at the Owner's expense. Owner understands repairs to screen doors, bi-fold doors, hardwood floors and window blinds are considered ordinary wear and tear and are not the responsibility of the Guests or Broker.
14. **ACCIDENTAL DAMAGE WAIVER:** An Accidental Damage Waiver ("**Damage Waiver**") may be charged to each Guest, in addition to the advertised rate for the Unit, which is charged by Broker for protection of the Unit in lieu of a damage deposit. The Damage Waiver is part of Broker's rental contract with the Guest. This Damage Waiver fee reimburses Owner for accidental damages caused by Guest up to \$1,500.00 ("**Maximum Coverage Amount**") as long as the damage to the Unit is not the result of willful, wanton or grossly negligent behavior of Guest. The Damage Waiver does not cover damages caused by pets so an additional Pet Deposit may be charged at Owner's discretion. However, if the damages exceed Maximum Coverage Amount or are of willful, wanton, gross negligent behavior or caused by Guests' pets, the Damage Waiver program shall not apply and Broker will notify any such Guests of their duty to reimburse any loss incurred by the Owner. In no event shall Broker be liable for damages caused by Guest or their, guests, invitees, visitors or any other person or animal provided with access to the Unit by the Guest.
Accidental Damage waiver program is in effect for all leases on this property. Initial _____
- #14
OR
#15
15. **SECURITY DEPOSITS:** Owner may require that the Guest deposit a security deposit ("**Security Deposit**") in lieu of the Damage Waiver provided herein in an amount specified on Exhibit A. Unless contrary to applicable law, any interest earned on said Security Deposit shall be the sole property of Broker. Owner understands and acknowledges that the Security Deposit may be automatically refunded to the Guest thirty (30) days after termination of the Lodging Agreement unless otherwise directed by Owner to Broker in writing. Owner shall be solely responsible for monitoring the condition of the Property and advising Broker, in writing, as to the disposition of the security deposit within said thirty (30) day time period; although Broker, will attempt, but is not obligated, to report any visible damage to the Unit. The Security Deposit, if required by Owner, shall be used to cover any damages or expenses for damages caused by Guest's pets or willful or grossly negligent behavior of the Guests and their invitees, guests or visitors.
Owner requires a security deposit in the amount of \$ _____, and will not accept any Accidental Damage Fees for any leases on this property. Initial _____
16. **TERMINATION OF RENTAL:** The Broker is authorized to terminate any Lodging Agreement if, in Broker's sole discretion, the Guest(s), or their invites, is suspected to have engaged in objectionable or illegal behavior, or the Guest(s) are in breach of the Lodging Agreement. Broker may pursue appropriate legal remedies where required.
17. **REBATES & REFUNDS:** Broker is permitted to terminate any lodging agreement, lease or license and refund any Security Deposit, rent, or fee at Broker's discretion. Broker is also authorized to refund any deposit, rent, or fee, or any portion thereof, in the event that, in Broker's discretion, the Unit is in disrepair, unfit for occupancy, or not adequately furnished in accordance with advertisements..
18. **KEYS & ASSOCIATION REGULATIONS:** Owner will furnish the Broker with no less than _____ keys, if applicable, or Broker will have them made and charged to owner. Owner must furnish Broker with required parking permits and rules and regulations as required by their building, condominium or Homeowners' Association. Owner will also post rules and regulations of said condominium/Homeowners' Association in Unit. Keyless entry may be available for an additional fee.
19. **INSPECTION OF UNIT:** Broker's acceptance of this Agreement is subject to satisfactory inspection of the Unit within ten (10) days from the date herein and periodic inspection of said Unit thereafter for the purpose of compliance with this Agreement.
20. **FURNISHINGS:** The Owner acknowledges that in order for the Unit to successfully be rented to the general public by Broker as a vacation accommodation, it must contain furnishings to meet occupancy needs. Owner agrees to keep the Unit furnished in an acceptable manner.
21. **SERVICE COMPANIES:** Broker shall attempt to use the service companies, if any, listed by Owner on Exhibit A. Owner agrees to permit Broker, at its discretion, to employ the necessary service companies, but also agrees that Broker may employ any service company that will respond if designated company cannot respond within the same day for the request for service.
22. **SALE OF PROPERTY:** Owner shall notify Broker prior to or immediately upon listing of the Unit for Sale. If the Unit is sold, Owner 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 Guests must be relocated as a result of the sale of the Unit, any expenses incurred in said relocation shall be the responsibility of the Owner, along with any and all commissions due.** Unless directed in writing to the contrary by Owner, Broker shall not be permitted to release information on rental history of Unit, including gross rental income, commissions, Unit expenses, and maintenance records to real estate agents and prospective buyers. Upon notification that the Unit is listed for sale, Broker shall provide a Sales Rental Addendum provided by Broker and shall incorporate that addendum into their sale of property listing agreement and contract(s) of sale.
23. **INSURANCE & LIABILITY:** The Owner agrees to release, save and hold harmless the Broker from any and all damages, claims and/or suits in connection with the rental of the Unit, damages to the Unit in connection with said rentals, and from liability from injury suffered by any Guest, employee or other person whomsoever, unless caused by the willful conduct or gross negligence of the Broker. Owner shall carry, at Owner's own expense, adequate liability, property and casualty insurance for the Unit. Owner is required to comply with any applicable laws regarding the types of insurance and to maintain the necessary amount of coverage.
24. **LOST RENTALS:** In the event the Owner cancels any reservation for any reason, Owner hereby agrees to pay Broker for any commissions Broker has earned for reservations already confirmed that have to be canceled or transferred.

25. **DESIGNATED OWNER:** Only the designated Owner listed is permitted to reserve the Unit, schedule or cancel cleaning, schedule or cancel owner reservations, or authorize any changes to this agreement. Any changes to the agreement must be in writing and emailed, mailed and/or faxed to Broker at above address.
26. **UNDER CONSTRUCTION/RENOVATION.** If Owner decides at any point to renovate Unit, they will promptly notify Broker. Unless the renovation is to cure a dangerous condition in the Unit, Owner shall have construction done in the off-season time. If the Owner blocks off time to allow construction and the construction overflows the original date of opening and reservations are in place, or if Owner fails to notify Broker of the renovation, Owner agrees to pay any additional rent monies due from the relocation of said renter. This also applies to any Owner who has new construction.
27. **MINIMUM BALANCE:** Owners are required to maintain a \$200.00 minimum balance or an amount equal to the average monthly costs of Broker-provided services, whichever is higher in their owner account ("**Owner Account**"). If the balance falls below the minimum requirement, Owner shall be billed to reinstate the required reserve amount or said deficiency shall be withheld from the future rental payment(s). Upon termination of this Agreement, any remaining funds in the Owner Account shall be returned to Owner.
28. **AUTHORITY TO ENTER INTO AGREEMENT:** The Owner of said Unit represents and warrants to the Broker that it has full authority to enter into this Agreement, and that there is no other party with any ownership interest in the Unit.
29. **THIS IS A RENTAL LISTING AGREEMENT, NOT A PROPERTY MANAGEMENT AGREEMENT.** Owner agrees that Broker shall be responsible only for the performance of those duties to which Broker expressly agrees herein and for no other acts or duties, even if and when Broker may, upon occasion, perform certain duties not otherwise described or listed herein. Owner acknowledges that Broker is acting as a rental listing broker only and has no liability to Owner or Guest for the performance of any term or covenant of a Lodging Agreement. Broker is not responsible for any violations of any applicable codes, rules, laws and regulations respecting the Unit condition.
30. **FAIR HOUSING.** 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, in compliance with all applicable federal, state and local fair housing laws and regulations.
31. **PETS/SERVICE ANIMALS:** Owner hereby acknowledges that a "service animal" does not constitute a "pet" under applicable law. Even if Owner prohibits pets in a Unit, Owner acknowledges that Owner and Broker shall allow any Guest to rent the Unit with a service animal. Owner may not require an additional "pet deposit" for a Guest with a service animal. http://www.ada.gov/service_animals_2010.htm
32. **ACKNOWLEDGEMENT OF CONTRACT:** Owner acknowledges that he/she has read this agreement in its entirety prior to the execution thereof, and further acknowledges that he/she understands the terms of said Agreement and that he/she fully agrees thereto. 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 by an instrument or instruments in writing signed by the Broker and Owner. 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.
33. **SUCCESSORS:** 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.
34. **GOVERNING LAW:** 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 Property is located.
35. **SEVERABILITY:** If any term, covenant, condition, or provision of this Agreement or the application thereof to any circumstance 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, covenant, condition, and provisions 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.
36. **ATTORNEY'S FEES:** In case of default by either party, 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 hereunder.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date the last party executes this Agreement.

OWNER(s): _____

Printed Name: _____ Date: _____

(BROKER)

Long & Foster Real Estate, Inc.

Printed Name: _____ Date: _____

LISTING
AGENT

**STATEMENT AND 1099 INFORMATION
(PLEASE PRINT)**

Designated Owner: _____

Spouse: _____

Address: _____

% Ownership _____

Address: _____

* Contact Phone: _____

* Home Phone: _____

* E-mail: _____

Fax: _____

Owner 2 (if applicable): _____

Spouse: _____

Address: _____

% Ownership _____

Address: _____

Contact Phone: _____

Home Phone: _____

E-mail: _____

Fax: _____



OWNER: _____ PROPERTY ADDRESS: _____ KEY _____

Please circle or fill in your answers

Bedrooms: _____ Baths: _____ Half-Baths: _____ Sleep Total: _____ Groups Allowed: Yes/No
Pets Allowed: _____ Pets Considered: _____ Smoking: Yes/No Min. Stay: 1wk/2wk/4wk
Location: 1blk. To beach/2blks to beach/Bayfront/Beach block/Beachfront/Ocean front/Mid-Island

Co-Ops: Yes/No If so who: _____

Internet: Yes/No Wifi User name: _____ Wifi Password: _____

(Please provide both)

Cable TV: Yes/No Type of Cable: _____ # of TV's: _____ DVD Players: _____

No. of Dining Seats: _____ # of Ceiling Fans: _____ Fireplace: Gas/Wood

Elevator: Yes/No Phone: Yes/No Phone Number: _____

A/C: Yes/No Type: Window _____ Central _____ # of Window Units: _____ Heat: Yes/No Type: Gas/Electric

AMENITIES

Beach Tags: Yes/No Qty: _____ Deck: Yes/No Fenced Yard: Yes/No Porch: Yes/No
Pool: Yes/No Private or Community Heated: Yes/No BBQ: Yes/No Type: Gas/Charcoal
Outside Shower: Yes/No Shower Type: Enclosed/Open
Parking: Street only/Garage/Driveway # of Parking Spaces: _____
Garage: Yes/No Storage Shed/Area: Yes/No Garage Code: _____

Deck Furniture: Yes/No If yes includes: _____

Beach Equipment: Yes/No If yes includes: _____

BEDDING

King Bed: _____ Queen Bed: _____ Double Bed: _____ Single Bed: _____ Bunks: _____ Trundle: _____
of Sofa Beds: _____ Size of Sleep Sofa: _____ First Floor Bedroom: Yes/No Linens provided: Yes/No

Location of Sofa Beds: _____

KITCHEN

Blender: _____ Coffee Maker: _____ Type: Keurig/Mr. Coffee/Drip Dishwasher: _____ Iron: _____ Ironing Board: _____
Microwave: _____ Toaster: _____ Toaster Oven: _____ Washer: _____ Dryer: _____

VENDORS

Pest Control: _____ Appliance Repair: _____ Cleaner: _____

Handyman: _____ Electrician: _____ Heat/AC: _____

Plumber: _____ Pool Service: _____

SPECIAL CONDITIONS: PET FEE: Yes/No \$ _____ REFUNDABLE: Yes/No NON-REFUNDABLE: Yes/No REFUNDABLE PET
SECURITY FEE: Yes/No PET ADDENDUM: Yes/No POOL ADDENDUM: Yes/No

4 (A)

Just a few more things needed. Please take the time to answer the following. Thank you.



Please circle.

1. Do you provide beach tags as a courtesy to your tenants? Yes or No If so, how many? _____
(this will not be put on the amenities and will not be guaranteed)
2. What is the name of your cleaner? _____ Phone number: _____
3. Do you have a spring cleaning completed before the first tenant? Yes or No
4. What type of coffeemaker do you have? Keurig Mr. Coffee Other _____
5. How many off street parking spaces? 1 2 3 4
6. Where is the sleep sofa located? Living room Family room Other: _____
7. Does the family room have doors to make private? Yes or No
8. Type of cable? Basic Preferred Other _____
9. Do you provide cleaning products for the tenant's to use? Yes or No
10. Location of TV's: Living Rm: Y or N Family Rm: Y or N Master Bedroom: Y or N Other: _____
11. Do you provide a clothesline? Yes or No
12. If you provide BEACH EQUIPMENT please let me know what you provide:
 - Beach Chairs: Yes or No # _____
 - Beach Umbrella: Yes or No
 - Beach Toys (shovels, buckets, etc): Yes or No _____
 - Boogie Boards: Yes or No # _____
 - Other: _____
13. What does your deck furniture include:
 - Table: Yes or No
 - Deck Umbrella Yes or No
 - Loungers Yes or No # _____
 - Chairs Yes or No # _____
14. Is the kitchen stocked with:
 - Big pots: Yes or No
 - Colander: Yes or No
 - Baking trays: Yes or No
 - Lobster Pot: Yes or No
 - Enough plates, dishes and glasses for the stated occupancy limit: Yes or No

4 (B)

*** 2015 Rates ***

NEW RATES *** 2016 Rates ***

Start Date	Rates
04/25	_____
05/02	_____
05/09	_____
05/16	_____
05/23	_____
05/30	_____
06/06	_____
06/13	_____
06/20	_____
06/27	_____
07/04	_____
07/11	_____
07/18	_____
07/25	_____
08/01	_____
08/08	_____
08/15	_____
08/22	_____
08/29	_____
09/05	_____
09/12	_____
09/19	_____
09/26	_____

Start Date	Rates
04/30	_____
05/07	_____
05/14	_____
05/21	_____
05/28	_____
06/04	_____
06/11	_____
06/18	_____
06/25	_____
07/02	_____
07/09	_____
07/16	_____
07/23	_____
07/30	_____
08/06	_____
08/13	_____
08/20	_____
08/27	_____
09/03	_____
09/10	_____
09/17	_____
09/24	_____
10/01	_____

Keep all
 rates the
 same as
 2015
 X _____

Full Season _____
 Sec. _____

Full Season _____
 Sec. _____

Security Deposit Required: \$ _____

These rates are for the weekly period that runs: (Check one)

Damage Insurance Required _____

Please send rental payments only in the calendar year.

Please update my property photos on your website.

I certify that all information shown on this page is accurate and that my property is equipped with all amenities shown above.

Friday to Friday

Saturday to Saturday

I am interested in renting off-season weekends

I authorize my agents to set my rates

X _____
 Owner/Landlord Signature Date

_____ Date
 - for Long & Foster Real Estate, Inc.

(AGENT)

5

New Rental Listings:

YOU MUST SUPPLY A PROPERTY DESCRIPTION WITH A NEW RENTAL LISTING: (DESCRIPTION MUST BE MORE THAN ONE OR TWO SENTENCES)

Write description here:

(OR send via e-mail to karen.vetter@Inf.com, Avalon Accounting Dept – prior to submitting the listing form)

