

The Seegers Group
2001 Long Beach Blvd.
Ship Bottom, NJ 08008



September 7, 2024

Dear Owner:

Thank you for choosing to list your rental property with The Seegers Group. We look forward to assisting you in filling the weeks you wish to rent this upcoming Summer. If at anytime you should have any questions or concerns, do not hesitate to reach out to us directly and we will be happy to assist you. Below is the Rental Authorization form for you to fill out. This information is very important and is passed to tenants exactly as completed. All inclusions selected are expected to be in the home and in good condition. Also please review the 2024 rental procedures attached to this email.

Owner ACH - E-Check Rental Payments: The Seegers Group highly recommends direct deposit Rental Payments. The electronic check system will email an accounting of the direct deposit. The process is immediate and provides the owner funds quicker than regular mail.

Digital Signatures - DocuSign: The Seegers Group has utilized DocuSign for many years. The digital signature speeds the booking process and gives the owner earlier notification of a rental.

Cleaning: The Seegers Group highly recommends owners "ADOPT" a local cleaning company and build the cost directly into the rental pricing. Pilling on extra fees is a sure way to turn someone off to renting your property. We prefer "the price you see is the price you pay" approach to renting. The Seegers Group has many companies we can recommend should you need it.

Check-in & Check-out times: Please be aware that all leases have a 3 PM check-in and 10 AM check-out. This was necessary to allow the cleaning companies with enough time to properly cleaning the rental homes. Should you wish to have different check-in or check-out times, please note them in the form below.

Security deposits: Security deposits are for damage only and not for leaving a house dirty (unless extra cleaning is required in which case the charge for extra cleaning can be pulled from security). It is required that you check your dwelling after checkout and contact us in writing if you need to keep any security. Please document damage (photographs or video) and use caution to protect yourself. If we do not hear from you after checkout, the security deposit will automatically be mailed back to the tenant. Keep in mind that should a tenant refute a holding and win in court it could cost you up to double the amount wrongfully withheld plus court fees.

Keys: Keys are an antiquated system with short term rentals. In our years of handling check-ins, we have found that being able to go straight to the house proves invaluable. Many people are installing keypad locks which eliminate the use of keys. Keypads with codes also eliminate the need of changing locks in the future as the code can be easily changed after every season (or even every tenant depending on the keypad you use). **WE STRONGLY SUGGEST USING CODED ENTRY AT YOUR RENTAL.** If you do not wish to use coded entry a lock box at the house with a set of keys would be the next best option.

Garbage pick-up: Please be aware the most prevalent complaint is prior tenants not disposing of garbage & recyclables properly. Every rental unit **MUST** have a clear posting of the specific pick-up days for refuse as well as **EXTRA GARBAGE CANS** for excess trash.

Internet access: We highly recommend adding wireless internet access for your tenants as it has become an amenity that is desired and expected. Please post clear instructions with Wi-Fi password inside the home.

Exterior Cameras: We ask that all exterior cameras be listed in your welcome book at the property for transparency to tenants. A landlord may install surveillance cameras (with no audio) **to observe activity in public or common areas in a rental property.** This right is limited to areas where there is no expectation of privacy. The Seegers Group **WILL NOT** represent any properties with interior cameras.

Web Site: All listings are available 24 hours a day, seven days a week in real time. We are in the process of building our website and hope to have it up and running shortly. Our goal is to represent your home accurately so please review the information is accurate once we have the site up and running (we will send you notice).

Home Improvements: We ask all owners to review their homes and upgrade as necessary. Please remember the time for home improvements is Winter and Spring. Upgrades and Maintenance should be completed prior to your first tenant.

Sincerely Yours,

The Seegers Group



2024 RENTAL AUTHORIZATION - THIS IS A LEGALLY BINDING CONTRACT, READ CAREFULLY

The Seegers Group - www.ReMaxBB.com

2001 Long Beach Blvd. Ship Bottom NJ 08008
(609) 489-3542

Listing #: _____

Area: _____

The undersigned authorizes The Seegers Group to act as rental agent for the following property:

Rental Address: _____ **City:** _____ **Unit:** _____ **Floor:** _____

Owner Name: _____ **SS# or EIN#:** _____

Business Name: _____

Owner Address: _____ **City:** _____ **State:** _____ **Zip code:** _____

Cell Phone: _____ **Home Phone:** _____ **Alt. Phone:** _____

Email: _____ **Work Phone:** _____

Emergency Contact:

Name: _____ **Phone:** _____ **Email:** _____

Owner's Preferred Cleaner: _____ **Phone:** _____

Plumber: _____ **Phone:** _____

Electrician: _____ **Phone:** _____

Tenant Keyless Code: _____ **Realtor Keyless Code:** _____ **Alarm Code:** _____

Garage Code: _____ **Key Lock Box:** _____ **Key #** _____

Wi-fi Network: _____ **Wi-fi Pass:** _____

External Security Cameras: Yes No

Front/Street Yes No

Backyard/Pool Yes No

Other

Min. Rental Period:	Security Deposit:	Season Rate: *Optional
7 Days		

Check-in Time: 3:00 PM Check-out Time: 10:00 AM unless otherwise indicated.

2025 WEEKLY DATES/PRICES:

Please enter Rates below for each week and check all that apply. If not available select reason using checkbox. Default 100% Rental Rate \$ OK to use suggested Rates and % Below? Yes No

Week	Rate	%	Available	Other Agency Rented	Owner Occupied	Unavailable
5/17 - 5/24		50%				
5/24 - 5/31		50%				
5/31 - 6/7		50%				
6/7 - 6/14		60%				
6/14 - 6/21		75%				
6/21 - 6/28		90%				
6/28 - 7/5		100%				
7/5 - 7/12		100%				
7/12 - 7/19		100%				
7/19 - 7/26		100%				
7/26 - 8/2		100%				
8/2 - 8/9		100%				
8/9 - 8/16		100%				
8/16 - 8/23		100%				
8/23 - 8/30		90%				
8/30 - 9/6		75%				
9/6 - 9/13		60%				
9/13 - 9/20		50%				
9/20 - 9/27		50%				

Additional rental dates and rates:

Other Brokers: (This is to help us insure no double bookings)

Room and Bed Information:

Type:

Total Sq. Feet

Number of Full Bath(s):

Number of Bedrooms:

Number of 1/2 Bath(s):

Sleeps/Occupancy Limit:

Number of 3/4 Bath(s):

Property Bed Totals:

King	Bunks-Twin	Sofa Beds-Double	Trundles
Queen	Bunks-Full	Sofa Beds-Queen	Rollaways
Double	Bunks-Queen	Sofa Beds-Single	Cribs
Single	Pyramid Beds	Sofa Beds-King	Futons
Air Mattress			Day Beds-Twin
	First Floor Bedroom		Day Beds-Full
	First Floor Bathroom		Day Beds-Queen

Additional Bed Info:

Amenities/Other:**Kitchen Features:**

Kitchen	Full Size Refrigerator	Stove	Toaster	Coffee Maker
Gourmet Kitchen	Mini Refrigerator	Oven	Toaster Oven	Keurig
	Extra Refrigerator	Dishwasher	Blender	Crock Pot
		Microwave	Lobster Pot	Mixer
Dining Table	Dining Capacity (Inside)			
Kitchen Island	Dining Capacity (Outside)			

Air Conditioners/Fans:

Central AC	Evaporative Cooler	Ceiling Fans	# of AC Units
Central AC (One Level)	Dehumidifier	Standard Fans	# of Ceiling Fans
AC Split System			# of Standard Fans
Window AC			
Wall AC			

Laundry:

Washer	Iron	W/D Shared	# of Washers
Dryer	Ironing Board	W/D Coin Op	# of Dryers

Parking:

Garage	Parking	Electric Car Charger
# of Garage Spaces	# of Parking Spaces	Permit Parking
Garage Description	Parking Description	

Electronics:

Television	DVD Player	Satellite Radio	Computer Monitor
# of TVs	# DVD	Home Theater	Printer
Smart TV	Blu-Ray Player	TV Streaming Device	Smart Speaker
# of Smart TVs	# of Blu-Ray	iPod Dock	Gaming System
Cable TV	# of Cable Boxes		Video Games Provided
Cable TV (Extended)			Streaming Services
Satellite TV			
Electronics Description:			

WiFi/Internet:

High Speed Internet	Free WiFi	WiFi Name
Wifi	Paid WiFi	WiFi Password
Wired LAN	Guest Computers	Alarm Code

Additional Features:

Private Pool	Elevator	Outside Shower	Pool Table
Community Pool	Linens Provided	Outside Shared Shower	Ping Pong Table
Pool is Heated	Tenant Brings Linens	Community Outside Shower	Tennis
Association Pool	Blankets	Enclosed Outside Shower	Association Tennis
Private Sauna	Storage Area	# of Outside Showers	Private Exercise Room
Community Sauna	Balcony	Wood Fireplace	Com. Exercise Room
Private Hot Tub	Vacuum	Gas Fireplace	Bar
Community Hot Tub	Vacuum-Central	# of Fireplaces	Beach Equipment
Patio Hot Tub	Baby Equipment	Outdoor Wood Firepit	# Beach Chairs
Whirlpool/Jetted Tub	High Chair	Outdoor Gas Firepit	Beach Badges
Pool Tags	Books For Kids	Game Room	# Beach Badges
BBQ Charcoal	BBQ Gas	BBQ Natural Gas	BBQ Electric

Essentials:

Mattress Pads	Cooking Utensils
Cleaning Supplies	Bath Towels
Pillows	Beach Towels
Pots/Pans	Beach Chairs
Silverware	Beach Umbrella
Dinnerware	

Boating:

Boat Dock/Slips
#Slips
Canoe
Rowboat
Kayak
Paddleboat

Decking/Yard:

Sun/Open Deck	Fenced Yard
Rooftop Deck	Private Yard
Deck/Outside Furniture	Outdoor Play Area
# of Decks	Deck Awning
Lawn Area	Deck Umbrella

Handicap Access:

Ramp	Elevator To Ground	Handicap Grab Bars
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Waste Management:

Trash Days	Recycling Days
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Pets

No Pets	Pets OK	Pets Considered

Pet Fee

Non-Refundable Pet Fee

If you have selected "No Pets", The Seegers Group will not reach out asking to make an exception. Please note that that The Seegers Group cannot discriminate against service animals.

Security deposits shall be securely held within the escrow account of The Seegers Group Rental for a duration of 14 days post the cessation of the lease agreement. Subsequent to the check-out, the Tenant is to receive the security deposit or a formal notice outlining any claims against said deposit within a 14-day timeframe. It is imperative that the Owner or their duly appointed representative conduct a thorough property inspection within 72 hours post check-out, wherein any requisition for a security deposit hold must be expeditiously communicated; failure to adhere to this timeline will result in the prompt return of the security deposit to the Tenant. In the event of Municipal trash violations arising during the Tenant's tenure, expeditious notification to The Seegers Group by the Owner is mandated. Only Municipal fines are deemed eligible for claim issuance post a 72-hour window from check-out. Within a 25-day period subsequent to check-out, the Owner is obligated to furnish a written statement elucidating the precise grounds for any claim, accompanied by supporting documentation comprising itemized receipts, photographic evidence, estimates, and/or invoices for the repair or replacement of impaired property. This documentation shall be disseminated to the Tenant via email and/or traditional mail. The Tenant explicitly acknowledges and concurs that the security deposit shall be applied towards the Owner's substantiated claims, with any residual funds promptly returned, unless the Tenant lodges a written objection to the Owner's claim within 12 days from the date of dispatch of the documentation, be it via email or conventional mail, whichever is precedent. In the event of an impasse in resolving the claim, the Tenant's sole recourse shall be the initiation of legal proceedings against the Owner in the Superior Court of Ocean County Small Claims Section or Special Civil Part, the latter being applicable for claims not exceeding \$15,000. The exchange of contact information between the Tenant and Owner shall be facilitated. The Owner and Tenant acknowledge that The Seegers Group assumes a neutral stance and does not advocate on behalf of either the Owner or Tenant in the resolution of disputes pertaining to the Owner's claims against the Tenant's security deposit.

Owner authorizes the above-named broker to rent the above property for the period and rates as stated. A commission of 10% of the gross rental shall be deducted from the deposit and the balance sent to the owner upon execution of the lease agreement. This agreement will automatically be renewed unless canceled in writing. Owner further agrees to:

1. Inquire with the broker prior to making any rentals or changes to the listing. In the event the broker rents the property after it has been rented by the owner without written notice to the broker, the owner will pay the applicable commission to the broker. Rentals made by The Seegers Group shall have priority over any other rental.
2. Provide adequate liability insurance, hold The Seegers Group harmless against any potential Litigation and conform to and acknowledge receipt of The Seegers Group's Rental Procedure (attached).
3. Have property inspected as required by government authority.
4. Pay a rental commission of 10% should the tenant re-lease.
5. Acknowledge receipt of Attorney General Memorandum. (attached).
6. Take precaution to see that the property is left clean for the tenant.
7. The Seegers Group is acting as a transaction broker.
8. Owner gives The Seegers Group the right to advertise on third party rental websites.

9. The Seegers Group now accepts credit card payments, at no cost to the owner, for short-term rentals of less than 125 consecutive days. Tenants must pay a 3.6% fee per transaction for the convenience of paying by credit or debit card. By accepting credit cards, The Seegers Group and the owner both assume the risk of a charge-back. The Seegers Group has designed its credit card payment policy to minimize the risk of disputes by requiring payment be made no later than 30 days to check-in. In the event of a dispute before or after check-in, any monies or commissions which have been disbursed to The Seegers Group or the owner must both be returned and held in a non-interest-bearing trust account during the dispute process. If a resolution cannot be made, the week(s) will be put back on the market and a dispute will be handled by The Seegers Group with the bank in the event the property cannot be re-rented. If the property is re-rented prior to the resolution of a dispute, the dispute will be forfeited and money from the new rental will be sent to the owner. Owners should be aware that if the dispute was not the result of a breach of the agreement by the owner, and they provide all required documents to the bank in a timely manner including a copy of a signed lease agreement with the tenant, they are in a strong position to win the dispute. No cancellations by Tenant shall be accepted after the signing of a legally binding lease agreement and all payment terms are governed by that agreement once signed. The tenant may be eligible for a refund, minus any cancellation fees prior to the signing of a legally binding lease agreement. In no event shall the cancellation period terminate prior to the delivery to the tenant of a fully executed legally binding lease agreement containing the final terms of that agreement.

I agree to accept credit card payments as described in the terms above:

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

Owner _____

Date _____

Lease addendum:

Owner Notes:



THE SEEGERS GROUP RENTAL PROCEDURE

The Seegers Group strives to secure high-quality tenants and provide its owners with the maximum rental income. Our goal is to provide detailed, fast and accurate information to our clients on a real time basis. In order to complete this task, it is important our owners assist in this process.

The Seegers Group has spent significant time and money giving each property listing its own page on our web site. The web site clearly shows the listings amenities, virtual tour, weekly prices, and more importantly the availability. The information on availability is only as good as we receive it. The Seegers Group highly recommends you periodically review your site and call with any changes. Should the owner advertise the property for rent on the web or any print advertising they agree to advertise the same rate as given to The Seegers Group.

RENTALS BY OWNER are permitted with the understanding that if an owner rental conflicts with our executed leases the Seegers Group Lease will be honored. The Seegers Group respects the right of an owner to rent on their own. We expect the owner to have respect for our office and our tenants to provide accurate information on availability. The Seegers Group Rental Authorization clearly states the owner will “inquire with the broker PRIOR to making any rentals.” We are open every day and have the web site on-line 24 hours a day, seven days a week. If an owner does not check with The Seegers Group prior to making a rental, then the owner agrees to honor the The Seegers Group Lease.

Leases signed by tenants are immediately emailed to the owners. Deposits are mailed to owners when signed leases are returned. As per the rules of the New Jersey Real Estate Commission, we cannot draw a check from our escrow account against uncleared funds, so there might be a short delay. We appreciate it when leases are returned immediately so that we can complete the transaction with expediency to reduce the opportunity for errors.

Typical required deposits for two or more week rentals are one third upon signing of lease, one third on April 1, with the balance due one month prior to occupancy. One-week rental is one half upon signing of lease, with the balance due one month prior to occupancy. In the event a two or more week lease is completed after April 1, the same terms apply as a one-week rental. Security deposits are held for you by us and returned automatically as per the lease. In the event a security is to be withheld, it is important for you to notify us prior to the 72 hours indicated in the lease. We will then send the deposit to you with the tenant's address so that you may return any portion directly to them.

In the event a tenant wishes to cancel a rental, there is a provision in the lease that specifies the procedure. The tenant must send us a written request to cancel before we change our records. The tenant's deposit is returned only when the property is re-rented. The original tenant is legally responsible for the total rent until a new tenant is found. We charge the canceling tenant a fee to obtain a new tenant. This is mainly to deter cancellations that are very troublesome to both of us. The fee specified in the lease pertains only to the tenant and not the owner.

The Seegers Group receives Rental Authorization

Rental is placed on the market with property information taken exactly from owner. The Seegers Group (S.G.) places all info on the property web site, takes pictures and virtual tours. S.G. recommends the owner preview the web site to confirm all data.

Property is Rented

Tenant signs lease immediately or contacts S.G. at a later date. S.G. will send leases via email, fax, or regular mail and give tenant five business days to return or place back on the market.

Leases and deposit received

The Seegers Group signs lease for owner and deposits funds into The Seegers Group Rentals Trust Account.

Owner receives leases

S.G. completes the digital lease signing process and emails executed lease to owner once initial deposit is received.

<p>Leases sent to tenant Fully executed leases emailed to tenant and office copied filed.</p>	<p>Deposit sent to owner S.G. sends initial deposit as soon as we have cleared funds and fully executed leases.</p>
<p>Tenant Checks In Tenant obtains key/code from S.G. Keys/codes not released unless lease is paid in full.</p>	<p>Additional Deposits Sent to Owner Future payments will be sent directly to owner when S.G. receives cleared funds.</p>
<p>Tenant Checks Out Tenant is required to leave key at S.G. if applicable</p>	<p>Owner Inspects Dwelling Owner's responsibility to check property.</p>

Security Deposit Return - Rental Complete

The Seegers Group will automatically return the security deposit within 14 days after the expiration of lease. Rental is now complete. If any security deposit issue exists see below.

The Seegers Group highly recommends caution if you need to hold a security deposit.

Landlord/Tenant law in the State of New Jersey has always favored the tenant. If a tenant sues the landlord for keeping security and can prove the taking was not justified, the court has the option to grant damages up to double the amount wrongfully withheld plus attorney fees. Security Deposits takings when justified should be completed correctly.

If you have decided to keep security, then you must notify The Seegers Group in writing as soon as possible. Please keep in mind we automatically send security checks back to tenants after 14 days. Once the security check is mailed, we cannot guarantee you any security funds. Once S.G. receives your request for security we will send you all the security along with a note giving the tenants name and address. It is your responsibility to send the tenant a detailed letter why you are keeping security. You should also include copies of all receipts showing your damages. If you are not keeping the full security, then you should also enclose th remainder of the deposit. You do not have to worry about the

The Seegers Group Escrow check clearing. Our checks are only sent if we have funds cleared so you don't have to wait for it to clear. It's important this is completed within a reasonable amount of time and we recommend within one week.



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC
SAFETY DIVISION ON CIVIL RIGHTS
P.O. BOX 089
140 EAST FRONT STREET, 6TH FLOOR
TRENTON, NJ 08625-0089

GURBIR S. GREWAL
Attorney General

CRAIG SASHIHARA
Director

TO: Property Owners

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

DATE: August 2018

SUBJECT: Housing Discrimination Laws

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

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

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

- Discrimination based on “source of lawful income used for mortgage or rental payments,” means, for example, that a landlord cannot reject a prospective tenant because he or she intends to rely on a Section 8 rental voucher, FEMA voucher issued to Superstorm Sandy victims, or other types of rent subsidies.
- A “No Pets” rule cannot be enforced to prevent a person with a disability from using a service or guide dog. A landlord may not charge a tenant with a disability an extra fee for keeping a service or guide dog.
- Discrimination based on “familial status” prohibits discrimination against families with a child or children under 18 years old, and includes pregnant women.
- Landlords must permit a tenant with a disability-at that tenant’s own expense-to make reasonable modifications to the premises if such modifications are needed to give the tenant full enjoyment of the premises.

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

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

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

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

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

Discrimination in connection with some of the transactions covered by these exemptions may nevertheless be prohibited under the *Federal Civil Rights Act of 1866*, 42 U.S.C. 1981, 1982.

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

Gurbir S. Grewal
Attorney General

Craig Sashihara
Director, Division on Civil Rights

