



3400 Central Ave & 1401 Ocean Ave - Ocean City, New Jersey 08226

Central: (609) 398-6200 - Ocean: (609) 398-1776 - Toll Free: 1 (800) 296-HOME - Fax: (609) 398-1304

Search our Web Site - [www.GraceRealty.com](http://www.GraceRealty.com)

**Owner Information**

Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone 1: \_\_\_\_\_  
 Phone 2: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Grace Agent : \_\_\_\_\_

**Property Information**

Address: \_\_\_\_\_  
 Unit/Floor: \_\_\_\_\_  
 Unit Phone: \_\_\_\_\_  
 Security Deposit: \_\_\_\_\_  
 Minimum Rental Period: \_\_\_\_\_  
 \*Cleaning Service \_\_\_\_\_  
 Plumber \_\_\_\_\_  
 Electrician \_\_\_\_\_  
**Term of Listing 1/1/2018 – 12/31/2018**

**Please enter Other Realtors!!!** \_\_\_\_\_

**Number of Bedrooms** \_\_\_\_\_ **Number of Baths** \_\_\_\_\_ **Occupancy Limit** \_\_\_\_\_

**Amenities**

|                          |                            |                           |   |
|--------------------------|----------------------------|---------------------------|---|
| # TVs _____              | DVD # _____                | A/C (C)/Wind Unit # _____ | Sofa Bed (D) (Q) _____                      |
| (G)arage (C)arport _____ | VCR # _____                | (D)eck/(P)orch _____      | (B)unk (S)ingle (P)yramid _____             |
| Washers (Shared?) _____  | Non Smoking Unit _____     | Vacuum _____              | (C)ot or (F)uton _____                      |
| Dryers (Shared?) _____   | Elevator _____             | Microwave _____           | Internet _____                              |
| Dishwasher _____         | Grill _____                | Pets Permitted _____      | ID: _____                                   |
| Garbage Disposal _____   | Coffee (P)ot/(M)aker _____ | # of King Beds _____      | PW: _____                                   |
| Local Phone Serv. _____  | Outside Shower _____       | # of Queen Beds _____     | Ceiling Fans _____                          |
| Toaster/Oven _____       | Outside Storage _____      | # of Twin Beds _____      | <i>Beach Tags</i> _____ <i>Chairs</i> _____ |
|                          | Iron/Board _____           | # of Double Beds _____    | <i>Crib/Highchair</i> _____                 |
|                          |                            |                           | <b>Anything else we should know?</b>        |
|                          |                            |                           | <b>Fill out on comment sheet</b>            |

**Weekly Rates**

|                          |                                   |
|--------------------------|-----------------------------------|
| Wkly Jan Sat-Sat _____   | Season _____                      |
| Wkly Feb Sat-Sat _____   | 1 <sup>st</sup> Half _____        |
| Wkly March Sat-Sat _____ | 2 <sup>nd</sup> Half _____        |
| 03/31/18 _____           | Yearly _____                      |
| 04/07/18 _____           | Winter _____                      |
| 04/14/18 _____           | January _____                     |
| 04/21/18 _____           | February _____                    |
| 04/28/18 _____           | March _____                       |
| 05/05/18 _____           | April _____                       |
| 05/12/18 _____           | May _____                         |
| 05/19/18 _____           | June _____                        |
| 05/26/18 _____           | July _____                        |
| 06/02/18 _____           | August _____                      |
| 06/09/18 _____           | September _____                   |
| 06/16/18 _____           | October _____                     |
| 06/23/18 _____           | November _____                    |
| 06/30/18 _____           | December _____                    |
| 07/07/18 _____           | New Years Weekend _____           |
| 07/14/18 _____           | Presidents Weekend _____          |
| 07/21/18 _____           | Easter Weekend _____              |
| 07/28/18 _____           | Mothers Day Weekend _____         |
| 08/04/18 _____           | <b>Memorial Day Weekend</b> _____ |
| 08/11/18 _____           | <b>Labor Day Weekend</b> _____    |
| 08/18/18 _____           | <b>Columbus Weekend</b> _____     |
| 08/25/18 _____           | Thanksgiving _____                |
| 09/01/18 _____           | Christmas _____                   |
| 09/08/18 _____           |                                   |
| 09/15/18 _____           |                                   |
| 09/22/18 _____           |                                   |
| 09/29/18 _____           |                                   |
| 10/06/18 _____           |                                   |
| _____                    |                                   |
| _____                    |                                   |

Commission: 12% Initial Here \_\_\_\_\_

1. Owner authorizes Rental Agent to undertake repairs, replacement or cleaning up to a maximum of \$200.00 for each incident. For repair, replacements or cleaning exceeding this sum, Rental Agent must obtain permission of Owner. Rental Agent will endeavor to contact the owner and utilize the services of the above contractors for any such work.
2. Rental Listing Agreement. Owner represents that he/she is the Owner of the Property or is authorized by the Owner of the Property to sign this Rental Listing Agreement and that the Owner has the legal right to lease the Property. In consideration of the services to be performed by **Grace Realty**, the Owner does hereby authorize and give **Grace Realty** a listing to lease this Property at the prices listed or for any other price for which the Owner may agree. The term of this Rental Listing Authorization is for the period set forth above. If this is a non-exclusive listing and other real estate agencies are authorized to lease this Property on behalf of the Owner, the Owner has supplied the names of the other rental agencies where indicated.
3. Rental Payment Collection and Disbursement. **Grace Realty** shall collect on behalf of Owner all rental payments and security deposits required. All such funds shall be placed in **Grace Realty's** Trust Checking Account (a non-interest bearing account) prior to disbursement. Owner acknowledges that any payment shall not be disbursed to the Owner until a reasonable time after such funds have cleared the account of **Grace Realty** Final balances and payments in full will be mailed to the owner 14 days after receipt of payment.
4. Commission. Owner agrees to pay **Grace Realty** a commission of 12% of the gross rental amount for rentals of one week or longer. All payments are to be collected by **Grace Realty** and the commissions shall be deducted from each rental payments received by **Grace Realty** In the event **Grace Realty** has made a payment to the Owner, which the Tenant withdraws or otherwise cancels such that **Grace Realty** never receives the funds, the Owner agrees to reimburse **Grace Realty** for any such funds. **Grace Realty** may deduct such reimbursement from any funds of Owner held or received by **Grace Realty** Owner understands and agrees that the commission fee is solely for the purpose of securing tenants and does not include Property management services. **Grace Realty** is not a property management company. Owner is solely responsible for all Property inspections. In addition, in the event a tenant procured by **Grace Realty** purchases or leases the Property from the Owner within two (2) years of the date of the lease, the Owner agrees to pay **Grace Realty** a commission of 12% for the rental or 6% for the purchase. AS LESSOR AND/OR SELLER, YOU HAVE THE RIGHT TO INDIVIDUALLY REACH AN AGREEMENT ON ANY FEE, COMMISSION OR OTHER VALUABLE CONSIDERATION WITH ANY BROKER. NO FEE, COMMISSION OR OTHER CONSIDERATION HAS BEEN FIXED BY ANY GOVERNMENTAL AUTHORITY OR BY ANY TRADE ASSOCIATION OR MULTIPLE LISTING SERVICE.
5. Security Deposit Protection Plan (SDPP) - All rentals include a \$50 premium that the tenant will pay to **Grace Realty** for a SDPP (provided through CSA Travel Protection and Insurance Services) that insures the tenant for unintentional damages they may cause to your rental property during their stay (up to a maximum of \$1,500), provided such damage is disclosed/reported by the tenant to **Grace Realty** prior to check-out. Should the tenant not disclose/report damages and damages are found by the owner or his contractors, owner can still report the damages to **Grace Realty** within 3 days of the check-out date.  
**FOR ALL CLAIMS - THE OWNER MUST SUBMIT TO Grace Realty ALL PAID RECEIPTS FOR REPAIRS/REPLACEMENTS THAT THE OWNER HAS PAID FOR. WITHOUT RECEIPTS, CSA WILL DENY THE CLAIM.** Reimbursement checks will be paid directly to **Grace Realty** by CSA Travel Protection and Insurance Services and **Grace Realty** will disburse such funds accordingly. Certain terms and conditions apply. Full details of the SDPP are contained in the Certificate of Insurance or Insurance Policy, and can be found on-line at [www.GraceRealty.com](http://www.GraceRealty.com). In the event the tenant chooses to not purchase the SDPP, a standard Security Deposit of \$1,500 or an amount equal to the cost of the full rent, whichever is less, will be charged to the tenant.  
Security Deposit. The Owner understands and agrees that if a security deposit is charged it will be automatically refunded to the tenant fourteen (14) days after termination of the lease unless otherwise directed by the Owner to the Rental Agent. The Owner is solely responsible for monitoring the condition of the Property and advising the Rental Agent, in writing, as to the disposition of the security deposit within 7 days of the termination of the lease. In the event of any dispute, the Owner authorizes the release of the Owners address and contact information.
6. Non-refundable Tenant Processing Fee. The undersigned Owner understands and agrees that **Grace Realty** under this contract may charge a non-refundable tenant-processing fee to the tenant under each lease. This fee represents the efforts of **Grace Realty** in processing the rental application of the tenant. The undersigned Owner understands that **Grace Realty** represents only the Owner in this rental transaction and the commission to **Grace Realty** in this agreement as well as the tenant-processing fee represent compensation from both parties for the rental transaction. This fee will be deducted from the first payment made by the tenant.
7. Owner Indemnification. Owner hereby indemnifies **Grace Realty** for any and all claims, losses and expenses, including reasonable attorney's fees, incurred in connection with the rental of the Property, including the holding or release of any security deposit or the placement of real estate signs on the Property. Owner hereby authorizes **Grace Realty** to release the security deposit to the tenant as set forth in this listing agreement. Owner understands and agrees that **Grace Realty** and its Agents are acting as Rental Agents Only and are not property managers.
8. Sign Authorization. Owner hereby grants **Grace Realty** the authority to erect a rental sign on the Property. The Owner acknowledges that the Owner is aware of the Ocean City, New Jersey municipal ordinances governing real estate signs. The Owner further acknowledges that no other broker has been given the authority to place a real estate sign on the Property, which would result in a violation of the Ocean City, New Jersey ordinances governing real estate signs. The Owner is solely responsible for any and all violations of municipal ordinances in regard to the placing of real estate signs on the Property.
9. Condition of Property. Owner represents and warrants that the Property is habitable and is in compliance with all Local, County, State and Federal laws and regulations including but not limited to those pertaining to Licensing, Land Use, Health, Housing Code and Fire Safety.
10. Consumer Information Statement. By signing this Listing Agreement, the Owner acknowledges receipt of the Consumer Information Statement on New Jersey Real Estate Relationships. **Grace Realty** intends, at this time, to work with you as an Owner/Landlord agent only.
11. Attorney General Memorandum. Owner acknowledges receipt of the Memorandum of the Attorney General of New Jersey regarding the New Jersey Law against Discrimination and Federal Fair Housing Law. The undersigned acknowledges that they have read all pages of this Listing Agreement and warrant the accuracy of all statements and information contained herein. The undersigned certifies that this agreement is the entire and only agreement between the parties and cancels any previous agreements. This agreement can only be changed by a contract in writing signed by all parties.

The undersigned acknowledge that they have read all three (2) pages of this Listing Agreement and warrant the accuracy of all statements and information contained herein. The undersigned certifies that this agreement is the entire and only agreement between the parties and cancels any previous agreements. This agreement can only be changed by a contract in writing signed by all parties.

**IMPORTANT: PURSUANT TO CONTRACT LAW, WE CANNOT PROCESS ANY LISTING AGREEMENT UNLESS IT IS SIGNED.**

Signature/date: \_\_\_\_\_/\_\_\_\_\_

# 2018

Property Address \_\_\_\_\_

Our Website, *Gracerealty.com*, has become the # 1 avenue for prospective tenants to view your rental listing(s). We can only help rent your home by the information you give us so **please make sure your amenities, pictures, cleaners, contact information and other realtors is up to date** – this will help us help you. 😊

**If you already have comments online, please review & make sure it is still accurate.** (If you are not sure, please take the time to check)

If you did not add a comment previously and would like to do so, please take a few moments and fill in below – the comment shows up on our web page below your property’s picture. 😊

This is a great way to add information about your property that is not listed under amenities. Example: do you offer beach chairs, bikes, have you remodeled or updated lately or is your home child friendly?

NEW     UPDATE     No change

**Comment /Description:**

*(Example: Spacious home, 1 block to the largest beach in Ocean City... we offer beach tags and chairs, child friendly with cribs and highchairs...)*

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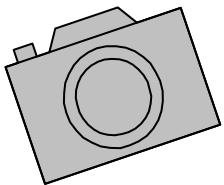
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Please review your online listing & let us know if the pictures are current or need updating.

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Do you have the internet? If you have a login and password please share it with us so we have on file 😊

ID: \_\_\_\_\_ PW: \_\_\_\_\_

Please call if you have any questions. (800)-296-4663  
Fax : 609 – 398-1304