



Dear Homeowner,

We would like once again to thank you for listing your rental properties with us. Our rental program is growing each year. We hope that this continues and we want to make sure we offer the best program possible.

Enclosed is our 2020 Rental Listing Packet. It includes the following forms:

- Rental Listing Agreement for 2020
- W9 Form
- Property Information and 2020 Rate Sheet
- New Jersey Law against Discrimination Letter

PLEASE NOTE: The above forms are also available on our website at: <https://shorepointsrealtynj.com>

If you are listing more than one property or rental unit, you need to complete a separate Rental Listing Authorization Agreement for each unit.

Please fill out, sign, and return the required documents. You may mail them, fax them to 609-522-9412 or email them to us at info@SPRNJ.com. Please take the time to read the homeowner information sheet, on our website <https://shorepointsrealtynj.com> as it outlines our program, its recent updates and what is required of you the homeowner.

Please be sure to list the names of other Real Estate offices that will be handling your property. It is your responsibility to report to us any of your rentals. The cleaning and inspection of the rental units are also your responsibility. In the event of an emergency and we are unable to contact you, it would be helpful if you would provide us with your service contractor for plumbing, electrical, air conditioning, and appliances. We will also require 5 sets of keys for each lock of your unit and copies of your Mercantile/Room Licenses. You may apply for your license at the City Hall of the municipality where your rental property is located.

We will collect the security deposit and turn it over to you. You have within 30 days of departure to return the security deposit to the tenant.

Please return your rental form to us as soon as possible so that we can begin marketing your property. We are already receiving inquiries for the 2020 rental season. If you have any questions or if you DO NOT plan on renting this season, please contact our office.

We will place a rental sign on your property unless you indicate otherwise.

Thank you for choosing Shore Points Realty. We look forward to a successful summer season with you.

SHORE POINTS REALTY RENTAL DEPARTMENT

2020 RENTAL AUTHORIZATION

OWNER: _____

HOME ADDRESS: _____

CITY STATE: _____ **ZIP CODE:** _____

HOME #: _____ **CELL #:** _____ **EMAIL:** _____

SOCIAL SECURITY NUMBER OR TAX ID # _____

Make check payable to: _____

PROPERTY ADDRESS: _____ **KEY #** _____

Door Code _____ **Elevator Code** _____ **Garage Code** _____ **Internet Code** _____

May we market your property with a rental sign at the property **YES** _____ **NO** _____

Co-Listing Brokers Offering the Property for rent:

1. In consideration of the services of Shore Points Realty, Owner authorizes Broker to list said property for rent until 31st day of December 2020.

2. **OWNER** Agrees to pay **BROKER** a fee of _____% the gross rental amount of each lease obtained by Broker. Broker shall deduct its fee from rental monies received prior to disbursement to Owner. No fee or other consideration has been fixed by any government authority or by any trade association or multiple listing service.

3. **BROKER** shall receive on behalf of **OWNER** all rental deposits and payments and all security, phone or other deposits. All such funds made payable to Shore Points Realty shall be placed in Broker's escrow (trust) checking account prior to disbursement. Payment schedule shall be provided in the lease.

4. **OWNER** will be solely responsible to comply with all governmental and municipal ordinances and regulations. In the event there is any violation, Shore Points Realty is not responsible for any fines damages or consequences as a result of said violation.

5. **OWNER** authorizes **BROKER** to make necessary emergency repairs and services in amounts not to exceed \$400.00. Broker shall use best efforts to contact Owner prior to any such expenditure. Payments of such services shall be deducted from any rental payments.

6. In the event that **OWNER FAILS** to notify **BROKER** of a change in the availability of the property and a lease was prepared and executed through Shore Points Realty **OWNER** will pay Shore Points the fee for obtaining tenant.

7. **LANDLORD (S)** acknowledges that he has received Consumer Information Statement on New Jersey Real Estate Relationships.

8. **Non-Refundable Renter Processing Fee:** Owner understands and agrees that the broker may charge a non-refundable processing fee to the renter/tenant.

9. I HEREBY AUTHORIZE AND APPOINT SHORE POINTS REALTY to act as a TRANSACTION BROKER.

OWNER INITIALS DATE

Does a pet ever occupy this home:_____What type::_____.(We need this information for people that have allergies).

Rental Commission: All leases are subject to commission of 12% payable to Shore Points Realty.

SAID COMMISSION IS DEEMED EARNED AT THE TIME OF THE SIGNING OF THE LEASE AND WILL BE DEDUCTED FROM THE INITIAL DEPOSIT. Your Rental Income checks will be prepared after tenant's payment has been received and the check has cleared. We request that final payment is paid 30 days prior to arrival. Notices are mailed to tenant when the account becomes 7 days overdue. Please understand that on rare occasions tenants do not follow the payment schedule outlined on their lease for various reasons. We understand you have expenses and we juggle this situation as best as we can. Please give us an acceptable window of time for our bookkeeping activities.

(Please note we do not allow any tenant to check in without our agency having received payment in full and in cleared funds.)

Shore Points Realty collects the security deposit, which will be mailed to you the owner. **All security deposits will be held by the owner.** The owner has 30 days to return the security deposit to the tenant. You have the tenants address on the lease in order to refund the deposit. If you do not return the security deposit in a timely manner, the tenants will be given your name, address, and telephone number to contact you directly. This practice is in keeping with all of the other brokers in the Wildwoods. Any disagreements between the landlord and the tenant must be resolved between the parties without any intervention of Shore Points Realty. If however you show a pattern of not returning the deposits on time, we will no longer rent your property.

In the Event of an Emergency or problem (e.g. Trash removal) at your Rental Property you will be contacted. If you or an alternate contact cannot be reached or cannot handle the problem on a timely basis, Shore Points Realty will arrange for a contractor to resolve the problem on your behalf and at your expense. **In such a case, an additional service fee of \$40.00 payable to Shore Points Realty will be applied.**

OWNER INITIALS DATE

SUGGESTIONS FOR LANDLORD

POST TRASH AND RECYCLE PICK-UP SCHEDULES AND PICK-UP LOCATIONS.

POST UNIQUE PROPERTY INFORMATION

EXAMPLES:

Parking Regulations, Telephone Numbers, Internet Access Codes

Please Designate A Cleaning Company and Confirm the Contact Information is posted at the Property.

PRIOR TO, AND DURING, THE RENTAL SEASON, PLEASE CONFIRM THAT THE:

Property is Clean and Orderly Inside & Out

Pillows & Mattresses are in excellent condition

Please report to us any lock or code changes.

Any old and worn furniture is replaced

Heating, Air Conditioning and Appliances are in excellent working condition

Mid season cleaning to include: cleaning of ceiling fans, cleaning of bedspreads and throw carpets.

Please confirm the property amenities include:

Trash and Recycle Containers

Pots, Pans, Silverware, Dishes, Drinking and Wine Glasses

Propane for Gas Grills

Cleaning Supplies

Additional Items to Consider Providing Include:

Ant Traps

Batteries for Smoke and Carbon Monoxide Detectors

Light Bulbs

Spare Shower Curtains

Vacuum Bags & Spare Belts for Vacuum

It is recommended that owners provide internet service.

THE OWNER acknowledges and has read all details and pages contained in this Rental Listing Agreement and Attorney General's letter understands the content warrants the accuracy of the information, received a copy of the documents and states that there are not any conditions that exist other than those contained within these documents.

Owner - Authorized Signature Date

Broker of Record - Authorized Signature Date

Owner Initials Date



4701 New Jersey Ave,
Suite 100
Wildwood, NJ 08260
Phone: (609) 522-4400
Fax: (609) 522-9412
Toll Free:

Rental Property Inventory Sheet

Property ID: _____ Key Number: _____ Listing Agent: _____

Address: _____

Condo: _____ HOA: _____

Comments: _____

Co-Listing Brokers: _____

(Please include yourself as owner if you want to be called with rentals.)

Occupancy Limit: _____ Pets: _____ Smoking: _____ Bedrooms _____ Full Baths: _____ 1/2 Baths: _____ 3/4 Baths: _____ Sq. Feet: _____

Amenities: Sign on Property: Yes No

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> No Pets Accepted | <input type="checkbox"/> Pet Free | <input type="checkbox"/> Allow Pets | <input type="checkbox"/> Owner Pets on Premises | <input type="checkbox"/> # of Owner Dog(s) |
| <input type="checkbox"/> # of Owner Cat(s) | <input type="checkbox"/> King Beds | <input type="checkbox"/> Queen Beds | <input type="checkbox"/> Double Beds | <input type="checkbox"/> Single Beds |
| <input type="checkbox"/> Sofa Beds (Double) | <input type="checkbox"/> Smoke Free | <input type="checkbox"/> Sofa Beds (Queen) | <input type="checkbox"/> Sofa Beds (Single) | <input type="checkbox"/> Bunk - Double |
| <input type="checkbox"/> Sofa Bed (King) | <input type="checkbox"/> Bunks | <input type="checkbox"/> Trundles | <input type="checkbox"/> Rollaways | <input type="checkbox"/> Cribs |
| <input type="checkbox"/> Portable Cribs | <input type="checkbox"/> Futons | <input type="checkbox"/> Day Beds | <input type="checkbox"/> Pyramid Beds | <input type="checkbox"/> Loft |
| <input type="checkbox"/> Air Mattress | <input type="checkbox"/> Den | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Gourmet Kitchen | <input type="checkbox"/> Full Size Refrigerator |
| <input type="checkbox"/> Mini Refrigerator | <input type="checkbox"/> Stove | <input type="checkbox"/> Oven | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Toaster | <input type="checkbox"/> Toaster Oven | <input type="checkbox"/> Disposal | <input type="checkbox"/> Coffee Maker | <input type="checkbox"/> Blender |
| <input type="checkbox"/> Lobster Pot | <input type="checkbox"/> Food Processor | <input type="checkbox"/> Crock Pot | <input type="checkbox"/> Keurig | <input type="checkbox"/> Convection Oven |
| <input type="checkbox"/> Dining Capacity (Inside) | <input type="checkbox"/> Dining Capacity (Outside) | <input type="checkbox"/> Central A/C | <input type="checkbox"/> Central AC (One Level) | <input type="checkbox"/> AC Split System |
| <input type="checkbox"/> Window A/C | <input type="checkbox"/> Wall AC | <input type="checkbox"/> Evaporative Cooler | <input type="checkbox"/> Dehumidifier | <input type="checkbox"/> Ceiling Fans |
| <input type="checkbox"/> Standard Fans | <input type="checkbox"/> # of AC Units | <input type="checkbox"/> # of Ceiling Fans | <input type="checkbox"/> # of Standard Fans | <input type="checkbox"/> Utils Included |
| <input type="checkbox"/> Utils Not Incl. | <input type="checkbox"/> Utils Incl. Off Season | <input type="checkbox"/> Utils Incl. In Season | <input type="checkbox"/> Gas Heat | <input type="checkbox"/> Electric Heat |
| <input type="checkbox"/> Oil Heat | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | <input type="checkbox"/> Propane | <input type="checkbox"/> Oil |
| <input type="checkbox"/> Water Heated (Propane) | <input type="checkbox"/> Water Heated (Oil) | <input type="checkbox"/> Phone Activated | <input type="checkbox"/> Long Distance Block | <input type="checkbox"/> Unlimited Long Distance in US |
| <input type="checkbox"/> Washer | <input type="checkbox"/> Dryer | <input type="checkbox"/> W/D (Shared) | <input type="checkbox"/> W/D Coin Operated | <input type="checkbox"/> Iron |
| <input type="checkbox"/> Ironing Board | <input type="checkbox"/> Garage | <input type="checkbox"/> # of Garage Spaces | <input type="checkbox"/> Parking | <input type="checkbox"/> Television |
| <input type="checkbox"/> # of TVs | <input type="checkbox"/> Cable TV | <input type="checkbox"/> # of Parking Spaces | <input type="checkbox"/> Cable TV (Expanded) | <input type="checkbox"/> DVD |
| <input type="checkbox"/> # of DVDs | <input type="checkbox"/> Blu-Ray Player | <input type="checkbox"/> # of Blu-Ray Player | <input type="checkbox"/> Satellite Radio | <input type="checkbox"/> Home Theater |
| <input type="checkbox"/> TV Streaming Device | <input type="checkbox"/> iPod Dock | <input type="checkbox"/> High Speed Internet | <input type="checkbox"/> Wifi | <input type="checkbox"/> Wired LAN |
| <input type="checkbox"/> Private Pool | <input type="checkbox"/> Community Pool | <input type="checkbox"/> Pool is heated | <input type="checkbox"/> Indoor Pool | <input type="checkbox"/> Outdoor Pool |
| <input type="checkbox"/> Heatable Pool | <input type="checkbox"/> Private Sauna | <input type="checkbox"/> Community Sauna | <input type="checkbox"/> Private Hot Tub | <input type="checkbox"/> Community Hot Tub |
| <input type="checkbox"/> Private Whirlpool/Jet Tub | <input type="checkbox"/> PoolTags | <input type="checkbox"/> Elevator | <input type="checkbox"/> Linens Provided | <input type="checkbox"/> Tenant Brings Linens |
| <input type="checkbox"/> Blankets | <input type="checkbox"/> Furnished | <input type="checkbox"/> Unfurnished | <input type="checkbox"/> Storage Area | <input type="checkbox"/> Balcony |
| <input type="checkbox"/> Vacuum | <input type="checkbox"/> Vacuum-Central | <input type="checkbox"/> Baby Equipment | <input type="checkbox"/> High Chair | <input type="checkbox"/> Outside Shower |
| <input type="checkbox"/> Outside Shower Shared | <input type="checkbox"/> Comm. Outside Shower | <input type="checkbox"/> Enclosed Outside Shower | <input type="checkbox"/> Walk in Shower | <input type="checkbox"/> Wood Fireplace |
| <input type="checkbox"/> Gas Log Fireplace | <input type="checkbox"/> # of Fireplaces | <input type="checkbox"/> Woodstove | <input type="checkbox"/> Ferry Tickets | <input type="checkbox"/> Fish Cleaning Table |
| <input type="checkbox"/> Available for Weddings | <input type="checkbox"/> Pool Table | <input type="checkbox"/> Ping Pong Table | <input type="checkbox"/> Game Room | <input type="checkbox"/> Basketball Goal |
| <input type="checkbox"/> Tennis Facilities | <input type="checkbox"/> Association Tennis | <input type="checkbox"/> Private Exercise Room | <input type="checkbox"/> Comm. exercise Room | <input type="checkbox"/> Bar |
| <input type="checkbox"/> Wet Bar | <input type="checkbox"/> # of Bicycles | <input type="checkbox"/> Beach Equipment | <input type="checkbox"/> Beach Badges | <input type="checkbox"/> Private/Assoc Beach Access |
| <input type="checkbox"/> BBQ Charcoal | <input type="checkbox"/> BBQ Gas | <input type="checkbox"/> BBQ Electric | <input type="checkbox"/> Maid Service | <input type="checkbox"/> Limited Maid Service |
| <input type="checkbox"/> Room Service | <input type="checkbox"/> Guard | <input type="checkbox"/> Cleaning Included In Rate | <input type="checkbox"/> Essentials | <input type="checkbox"/> Boat Dock/Slips |
| <input type="checkbox"/> # of Boat Dock/Slips | <input type="checkbox"/> Canoe | <input type="checkbox"/> Rowboat | <input type="checkbox"/> Kayak | <input type="checkbox"/> Paddleboat |
| <input type="checkbox"/> Sun/Open Deck | <input type="checkbox"/> Rooftop Deck | <input type="checkbox"/> Deck Furniture | <input type="checkbox"/> # of Sun/Open Deck(s) | <input type="checkbox"/> Lawn Area |
| <input type="checkbox"/> Fenced Yard | <input type="checkbox"/> Level Yard | <input type="checkbox"/> Wooded Yard | <input type="checkbox"/> Private Yard | <input type="checkbox"/> Open/Covered Porch |
| <input type="checkbox"/> Screened Porch | <input type="checkbox"/> Patio | <input type="checkbox"/> Three Season Room | <input type="checkbox"/> Elevator to Ground | <input type="checkbox"/> Handicap Grab Bars |
| <input type="checkbox"/> Handicap Interior | <input type="checkbox"/> 1st Floor Bedroom | <input type="checkbox"/> Waterfront | <input type="checkbox"/> Virtual Tour | <input type="checkbox"/> Mattress Pads |
| <input type="checkbox"/> Cleaning Supplies | <input type="checkbox"/> Pillows | <input type="checkbox"/> Pots Pans | <input type="checkbox"/> Silverware | <input type="checkbox"/> Dinnerware |
| <input type="checkbox"/> Cooking Utensils | <input type="checkbox"/> Bath Towels | <input type="checkbox"/> Beach Towels | <input type="checkbox"/> Beach Chairs | <input type="checkbox"/> Beach Umbrella |
| <input type="checkbox"/> Cots | <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Satellite TV | <input type="checkbox"/> Association Pool | <input type="checkbox"/> Pets Considered |
| <input type="checkbox"/> Beaches | <input type="checkbox"/> Cleaning Hours | <input type="checkbox"/> Umbrella | <input type="checkbox"/> Beach Umbrella | <input type="checkbox"/> Lounges |
| <input type="checkbox"/> Pillows | <input type="checkbox"/> Golf Cart | <input type="checkbox"/> # of Beach Badges | <input type="checkbox"/> Handicap Access | |

Parking Comments: _____

Boat Slip Comments: _____

Security Deposit: _____

1st Misc: _____

2nd Misc: _____

3rd Misc: _____

Maintenance Information:

Ph: _____

2020 RENTAL RATES:

Please fill in the **Weekly rates** that you would like to charge from March through October.

Mar 21-Mar 28	_____	Jul 04-Jul 11	_____
Mar 28-Apr 04	_____	Jul 11-Jul 18	_____
Apr 04-Apr 11	_____	Jul 18-Jul 25	_____
Apr 11-Apr 18	_____	Jul 25-Aug 01	_____
Apr 18-Apr 25	_____	Aug 01-Aug 08	_____
Apr 25-May 02	_____	Aug 08-Aug 15	_____
May 02-May 09	_____	Aug 15-Aug 22	_____
May 09-May 16	_____	Aug 22-Aug 29	_____
May 16-May 23	_____	Aug 29-Sep 05	_____
May 23-May 30	_____	Sep 05-Sep 12	_____
May 30-Jun 06	_____	Sep 12-Sep 19	_____
Jun 06-Jun 13	_____	Sep 19-Sep 26	_____
Jun 13-Jun 20	_____	Sep 26-Oct 03	_____
Jun 20-Jun 27	_____	Oct 03-Oct 10	_____
Jun 27-Jul 04	_____	Oct 10-Oct 17	_____

Seasonal Rate: _____ From **05/29/20 to 09/08/20.**

What utilities are included? _____

What utilities will be the tenant's responsibility? _____

Winter Rate (if applicable) _____

Monthly Rate (if applicable) _____ Available for year round rental? _____

Holiday Weekends Nightly Rate with a 3 Night Minimum

Easter Weekend	_____
Memorial Day Weekend	_____
June weekends	_____
July 4th Weekend	_____
Labor Day Weekend	_____
Harley Weekend	_____
Firemen's Weekend	_____
Irish Weekend	_____

Daily Rates

Off Season	_____	Jan - May, Oct - Dec
Pre/Post	_____	June and September
Prime	_____	July and August

Security Deposit

Weekly _____ Seasonal _____



State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CIVIL RIGHTS
P. O. BOX 089
Trenton, NJ 08625-0089

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

PAULA T. DOW
Attorney General

CHINH Q. LE
Director

Date: July 2010
TO: Real Estate Agents, Brokers, and Owners of Real Property in New Jersey
FROM: Paula T. Dow, Attorney General, State of New Jersey
Chinh Q. Le, Director, Division on Civil Rights, Office of the Attorney General
SUBJECT: New Jersey Law Against Discrimination and Federal Fair Housing Laws

The rules of the New Jersey Real Estate Commission require every licensed broker or salesperson with whom you are listing your property for sale or for rent to give you a copy of this legal memorandum. The purpose of this memorandum is to help you comply with the New Jersey Law Against Discrimination ("LAD") and federal laws that prohibit discrimination in the sale or rent of real property.

Together, the LAD and the federal Fair Housing Amendments Act of 1988 prohibit you from discriminating against a prospective buyer or tenant because of his/her race, creed, color, national origin, sex, gender identity or expression, marital status, civil union status, affectional or sexual orientation, familial status, actual or perceived physical or mental disability, ancestry, nationality, and domestic partner status. (Note: "Familial status" refers to families with a child or children under 18 years old and/or pregnant women. "Disability" includes persons affected with AIDS or HIV or perceived to be affected with AIDS.) The LAD also prohibits housing discrimination based on the source of lawful income or source of lawful rent or mortgage payment a tenant or purchaser uses. This means, for example, that **a landlord cannot deny the lawful recipient of a Section 8 HUD voucher the right to rent an apartment because of that source of lawful rent payment on which that person relies.**

The following are some of the requirements that apply to the sale or rental of real property:

1. All persons, regardless of their membership in one of the protected classes stated above or source of lawful income used for rent or mortgage payments, are entitled to equal treatment in the terms, conditions or privileges of the sale or rental of any real property (e.g., it is illegal to deny that housing is available for inspection, sale, or rent when it really is available);
2. No discriminatory advertising of any kind relating to the proposed sale or rental of real property is permitted;
3. A Broker or salesperson with whom you list your property must refuse the listing if you indicate any intention of discriminating on any of the aforesaid bases;
4. The broker or salesperson with whom you list your property must transmit to you every written offer he/she receives on your property;
5. Any provision in any lease or rental agreement prohibiting the maintenance of a pet or pets on the premises is not applicable to a service or guide dog owned by a tenant who is disabled, blind, deaf or has another qualified disability;
6. A landlord may not charge a tenant with a disability an extra fee for keeping a service or guide dog; and
7. As a landlord, you must permit a tenant with a disability, at that tenant's own expense, to make reasonable modifications to the existing premises if such modifications are necessary to afford such person full enjoyment of the premises.



Telephone: (973) 648-6262
www.njcivilrights.gov

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CIVIL RIGHTS

The sale or rental of all property including open land, whether for business or residential purposes, is covered by the LAD, with the following exceptions:

1. The rental of a single apartment or flat in a two-family dwelling, the other occupancy unit of which is occupied by the owner as his/her residence at the time of such rentals;
2. The rental of a room or rooms to a person or persons by the owner or occupant of a one-family dwelling occupied by him/her as his/her residence at the time of rental;
3. In the sale, lease, or rental of real property, preference given to persons of the same religion by a religious organisation; and
4. The prohibition against discrimination on the basis of familial status does not apply to housing for older persons (as described in the LAD at N.J.S.A. 10:5-5mm).

Note: The first two exceptions do not apply if the dwelling was built or substantially rebuilt with the use of public funds, or financed in whole or in part by a loan, or a commitment for a loan, guaranteed or insured by any agency of the federal government. The term "any agency of the federal government" includes, but is not limited to, the Federal Housing Administration ("FHA") and the Veterans Administration ("VA"), which are most commonly used in such matters. Furthermore, discrimination in connection with some of the transactions covered by the above-described exceptions may nevertheless be prohibited under the Federal Civil Rights Act of 1866 (42 U.S.C. 1981, 1982).

Please also note that the Division takes the position that the following may also violate the LAD and/or federal civil rights housing laws:

1. The application of "minimum income" rental requirements that are not sufficiently tailored to take proper and proportional account of rent subsidies, housing vouchers, rental assistance, or other similar sources of lawful income specifically designed to alleviate some or all of a tenant's rental cost;
2. The application of inflexible or no-exception policies that affectively exclude housing opportunities for persons with conviction or arrest records, except those specifically permitted under the law;
3. The application of inflexible or no-exception rental policies placing restrictions on the maximum number of occupants greater than those required by federal, state, and/or local laws, which may unreasonably limit or exclude housing opportunities for certain families with children; and
4. The selective inquiry about, or request for information and/or documentation of, a prospective tenant's or buyer's immigration status, based on the person's national origin, race, or any other protected status.

Brokers and salespersons are licensed by the New Jersey Real Estate Commission. Their activities are subject to the general real estate laws of the State and the Commission's own rules and regulations. The New Jersey Law Against Discrimination applies to all people in the State and is enforced by the New Jersey Division on Civil Rights, Office of the Attorney General, the Department of Law and Public Safety. Under the LAD, Respondents who violate the law are subject to a penalty of up to \$10,000 for the first violation, up to \$25,000 for a second violation within the last 5 years, and up to \$50,000 for two or more violations within the last seven years.

Should you require additional information or have any questions, including how to report a complaint, please review the Division's website at www.NJCivilRights.gov or contact the Division's **Housing Hotline** at (866) 405-3050. Please contact the Division if you would like to secure the services of a Division trainer on the subject of housing discrimination.

Sincerely yours,



Paula T. Dow
Attorney General



Chinh Q. Le
Director

Print or type See instructions on page 2.	Name (as shown on your income tax return)		
	Business name, if different than above		
	Check appropriate box <input type="checkbox"/> Individual /Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership		<input type="checkbox"/> Exempt payee
	<input type="checkbox"/> Limited liability company. Enter the tax classification (D-disregarded entity, C-corporation, P-partnership): ____		
	<input type="checkbox"/> Other (see instructions)		
	Address (number, street, and apt. or suite no.)		
City, state, and ZIP code		Requestor's name and address (optional)	
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN or page 3.

Social security number
: : : :
or
Employer identification number
: : : :

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose name to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person:	Date:
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General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it and, when applicable to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or,
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on a foreign partner's share of effectively connected income.

Note: if a requestor give you a form other than Form W-9 to request your TIN, you must use the requestor's form as if is substantially similar to the form W-9

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
 •An individual who is a U.S. citizen or U.S. resident alien,
 •A Partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
 •An estate (other than a foreign estate), or
 •A domestic trust (as defined in Regulations Section 301.7701 - 7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such a business. Further, in certain cases where a Form W - 9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W - 9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W - 9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following Cases:

The U.S. owner of a disregarded entity and not the entity.

CONSUMER INFORMATION STATEMENT ON

New Jersey Real Estate Relationships

In New Jersey real estate licensees are required to disclose how they intend to work with buyers and sellers in a real estate transaction. (In rental transactions, the terms “buyers” and “sellers” should be read as “tenants” and “landlords,” respectively.)

AS A SELLER’S AGENT OR SUBAGENT, I, AS A LICENSEE, REPRESENT THE SELLER AND ALL MATERIAL INFORMATION SUPPLIED TO ME BY THE BUYER WILL BE TOLD TO THE SELLER.

AS A BUYER’S AGENT, I, AS A LICENSEE, REPRESENT THE BUYER AND ALL MATERIAL INFORMATION SUPPLIED TO ME BY THE SELLER WILL BE TOLD TO THE BUYER.

AS A DISCLOSED DUAL AGENT, I, AS A LICENSEE, REPRESENT BOTH PARTIES. HOWEVER, I MAY NOT, WITHOUT EXPRESS PERMISSION DISCLOSE THAT THE SELLER WILL ACCEPT A PRICE LESS THAN THE LISTED PRICE OR THAT THE BUYER WILL PAY A PRICE GREATER THAN THE OFFERED PRICE.

AS A TRANSACTION BROKER, I, AS A LICENSEE, DO NOT REPRESENT EITHER THE BUYER OR THE SELLER. ALL INFORMATION I ACQUIRE FROM ONE PARTY MAY BE TOLD TO THE OTHER PARTY.

Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of business relationship you have with that licensee. There are four business relationships: (1) seller’s agent; (2) buyer’s agent; (3) disclosed dual agent; and (4) transaction broker. Each of these relationships imposes certain legal duties and responsibilities on the licensee as well as on the seller or buyer represented. These four relationships are defined in greater detail below. Please read carefully before making your choice.

SELLER’S AGENT A seller’s agent WORKS ONLY FOR THE SELLER and has legal obligations, called fiduciary duties, to the seller. These include reasonable care, undivided loyalty, confidentiality and full disclosure. Seller’s agents often work with buyers, but do not represent the buyers. However, in working with buyers a seller’s agent may not make any misrepresentations to either party on financial ability to pay, and must disclose defects of a material nature affecting the physical condition of the property which a reasonable inspection by the licensee would disclose.

Seller’s agents include all persons licensed with the brokerage firm which has been authorized through a listing agreement to work as the seller’s agent. In addition, other brokerage firms may accept an offer to work with the listing broker’s firm as the seller’s agents. In such cases, those firms and all persons licensed with such firms are called “sub-agents.” Sellers who do not desire to have their property marketed through sub-agents should so inform the seller’s agent.

BUYER’S AGENT A buyer’s agent WORKS ONLY FOR THE BUYER. A buyer’s agent has fiduciary duties to the buyer which include reasonable care, undivided loyalty, confidentiality and full disclosure. However, in dealing with sellers, a buyer’s agent must act honestly. In dealing with both parties, a buyer’s agent may not make any misrepresentations on matters material to the transaction, such as the buyer’s financial ability to pay, and must disclose defects of a material nature affecting the physical condition of the property which a reasonable inspection by the licensee would disclose.

A buyer wishing to be represented by a buyer’s agent is advised to enter into a separate written buyer agency contract with the brokerage firm which is to work as their agent.

DISCLOSED DUAL AGENT A disclosed dual agent WORKS FOR BOTH THE BUYER AND THE SELLER. To work as a disclosed dual agent, a firm must first obtain the informed written consent of the buyer and the seller. Therefore, before acting as a disclosed dual agent, brokerage firms must make written disclosure to both parties. Disclosed dual agency is most likely to occur when a licensee with a real estate firm working as a buyer’s agent shows the buyer properties owned by the sellers for whom that firm is also working as a seller’s agent or sub-agent.

A real estate licensee working as a disclosed dual agent must carefully explain to each party that, in addition to working as their agent, their firm will also work as the agent for the other party. They must also explain what effect their working as a disclosed dual agent will have on the fiduciary duties their firm owes to the buyer and to the seller. When working as a disclosed dual agent, a brokerage firm must have the express permission of a party prior to disclosing confidential information to the other party. Such information includes the highest price a buyer can afford to pay and the lowest price a seller will accept and the parties’ motivation to buy or sell. Remember, a brokerage firm acting as a disclosed dual agent will not be able to put one party’s interests ahead of those of the other party and cannot advise or counsel either party on how to gain an advantage at the expense of the other party on the basis of confidential information obtained from or about the other party.

If you decide to enter into an agency relationship with a firm which is to work as disclosed dual agent, you are advised to sign a written agreement with that firm.

TRANSACTION BROKER The New Jersey Real Estate Licensing Law does not require licensees to work in the capacity of an “agent” when providing brokerage services. A transaction broker works with a buyer or seller or both in the sales transaction without representing anyone. A TRANSACTION BROKER DOES NOT PROMOTE THE INTERESTS OF ONE PARTY OVER THOSE OF THE OTHER PARTY TO THE TRANSACTION. Licensees with such a firm would be required to keep confidential any information. A transaction broker can locate qualified buyers for a seller or suitable properties for a buyer. They can then work with both parties in an effort to arrive at an agreement on the sale or rental of real estate and perform tasks to facilitate the closing of a transaction.

A transaction broker primarily serves as a manager of the transaction, communicating information between the parties to assist them in arriving at a mutually acceptable agreement and in closing the transaction, but cannot advise or counsel either party on how to gain an advantage at the expense of the other party. Owners considering working with transaction brokers are advised to sign a written agreement with that firm which clearly states what services that firm will perform and how it will be paid. In addition, any transaction brokerage agreement with a seller or landlord should specifically state whether a notice on the property to be rented or sold will or will not be circulated in any or all Multiple Listing System(s) of which the firm is a member.

CONSUMER INFORMATION STATEMENT ON

New Jersey Real Estate Relationships

YOU MAY OBTAIN LEGAL ADVICE ABOUT THESE BUSINESS RELATIONSHIPS FROM YOUR OWN LAWYER.

**Shore Points Realty
4701 New Jersey Ave.
Wildwood, NJ 08260
609-522-4400**

THIS STATEMENT IS NOT A CONTRACT AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY

ACKNOWLEDGMENT OF RECEIPT OF CONSUMER INFORMATION STATEMENT (CIS) FOR SELLERS AND LANDLORDS

“By signing this Consumer Information Statement, I acknowledge that I received this Statement from Shore Points Realty prior to discussing my motivation to sell or lease or my desired selling or leasing price with one of its representatives.”

Signed _____

FOR BUYERS AND TENANTS

“By signing this Consumer Information Statement, I acknowledge that I received this Statement from Shore Points Realty prior to discussing my motivation or financial ability to buy or lease with one of its representatives.”

Signed _____

DECLARATION OF BUSINESS RELATIONSHIP

I, _____, as an authorized representative of Shore Points Realty intend, as of this time, to work with you as a (indicate one of the following):

- () Seller’s agent only
- () Buyer’s agent only
- () Sellers agent and disclosed dual agent if the opportunity arises
- (X) Transaction broker only
- () Seller’s agent on properties on which this firm is acting as the seller’s agent and transaction broker on other properties.

DATE _____

