



941 Columbia Avenue, Cape May NJ 08204 | Office: (609) 884-5005 | Info@CoastlineRealty.com

Thank you for choosing our office as a rental agency for your property. We welcome the opportunity of offering your property for rent. Throughout the year we market to new and past tenants and are very excited for the opportunity to make your home available to them. In this package you will find the necessary paper work for us to market your property to our fullest extent.

Our office also offers traveler's insurance option to our tenants in an effort to protect owners from last minute cancelations. For tenants that choose to purchase that insurance, you will see a notation on lease and will not affect rental monies.

Our rental website, powered by Real Time Rental, offers the most advanced technology and gives us the ability to also integrate with additional advertising websites such as Rental Retreat, VRBO and HomeAway.

Please complete the enclosed rental listing package and return the as soon as possible so we are able to add your property within our system. We look forward to working with you for a successful season.

Return the Following:

- Rental Listing Agreement Initialed and Signed**
- Rental Amenities Page with Rates Completely Filled Out**
- Form W9 Request for Taxpayer Identification Number**
- Signed Attorney General Notice**
- A Key or Access Code**

*Please note: These forms are also available on our website at www.CoastlineRealty.com

** If you are listing more than one property or rental unit you must complete a separate Rental Listing Agreement for each unit.

Because Cape May is not just a summer resort, we have requested information for the full calendar year. Please complete the information that represents how you want to rent your property and rates you want to charge. You may also want to consider a winter rental, usually October through end of April, as we sometimes get requests for them.

This year we had many more vacationers looking for properties that are pet friendly. You may want to consider accepting Pets and charging an additional fee, as a way to generate extra income.

Thank you in advance for your time.
Contact us with any questions,

Your Team at Coastline Realty

COASTLINE REALTY VACATION RENTAL SERVICES

WE ACCEPT



We offer easy online payment options to your guests including ACH payments, personal checks, cashier's checks, money orders and even Paypal.



GENERALI GLOBAL ASSISTANCE

Our cancellation policy protects YOU, the homeowner. Guests are also offered optional Vacation Insurance through Generali Global Assistance (previously known as CSA Travel Assistance). Our lease cancellation policy allows for no refund unless the property is able to be re-rented at no loss to the owner.

1. Optional HomeAway/VRBO Marketing. We are PREMIER PARTNERS and the first company in our area to integrate with their platform.
2. Real Time Rental booking system which allows OWNER access to their property bookings
3. 10,000 printed Vacation Guidebooks which are distributed in many locations
4. 25,000+ Client email list through Constant Contact.
5. State of the art website with easy searching and booking requests for guests.
6. Professionally drawn lease agreement
7. Four Full Time STAFF and open 7 Days a Week at the office
8. Full Time Bookkeeper and Marketing Coordinator
9. 20+ Renting Agents at Coastline Realty
10. On-Site Parking & Handicap Accessible Access for Guests
11. Check In & Check Out Staff for Welcoming and Questions
12. Your guests will have direct contact with their booking agent AFTER HOURS if necessary for emergencies
13. Access to our many professional contacts + SO MUCH MORE



Premier Partner





941 Columbia Avenue
Cape May N.J. 08204
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www.CoastlineRealty.com

RENTAL PROPERTY LISTING AGREEMENT

1. Agreement. In consideration of the services of COASTLINE REALTY, LLC (alternately referred to as "BROKER"), Owner and Broker hereby enter into this Rental Property Listing Agreement (the "Agreement") on the last dated written below and OWNER hereby lists with BROKER the above described Property
2. Term. The term of this Agreement is the period of **January 1, 2023 to December 31, 2023** for the purpose of obtaining rental leases at the prices marked by the OWNER herein.
3. Best Efforts. BROKER agrees to use their best efforts to obtain tenants in order to lease the above-described property at the price and terms set forth herein.
4. Commission. OWNER agrees to pay BROKER a commission/fee of **12%** of the gross rental amount of each lease obtained by BROKER. The rental commission/fee shall be deemed to be fully earned upon the full execution of a lease agreement by OWNER and TENANT. Broker shall deduct its commission/fee from rental monies received by it prior to disbursement to OWNER. As landlord, 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 government authority or by any trade association or multiple listing service. This is a non-exclusive listing. Owner may rent this unit on their own with no commission due to BROKER. OWNER agrees, however, to confirm with BROKER the rental status of the unit prior to entering any direct rentals. If BROKER has already secured a rental for this period, the OWNER shall honor COASTLINE REALTY, LLC's rental.

OWNER UNDERSTANDS AND AGREES THAT THIS COMMISSION/FEE IS SOLELY FOR THE PURPOSE OF SECURING TENANTS AND DOES NOT INCLUDE PROPERTY MANAGEMENT SERVICES. SPECIFICALLY NOT INCLUDED ARE PROPERTY INSPECTIONS FOR WHICH OWNER ACCEPTS FULL AND COMPLETE RESPONSIBILITY.

In the event either the TENANT or OWNER cancels or breaches the lease agreement, BROKER shall be entitled to the commission/FEE due to BROKER as compensation for services provided and performance by BROKER under this listing agreement.

5. Nonrefundable Fees. BROKER shall have the right to charge the tenant a Nonrefundable Tenant Processing Fee paid to BROKER. This fee and any commissions received by BROKER from Travel Insurance shall be retained by BROKER as compensation toward the costs administrative and clerical support. OWNER acknowledges and agrees that this represents compensation from both parties.
6. Deposits. BROKER shall collect on behalf of OWNER all rental deposits and payments and all security, phone or other deposits required pursuant to OWNER'S directions. All such funds made payable to BROKER shall be placed in BROKER'S "non-interest bearing" trust checking account prior to disbursement. Payment

schedule, security and deposit guidelines shall be noted on the lease. Upon a lease being fully executed by all parties, all rental payments received shall be disbursed to the OWNER in a timely manner.

On rental leases for periods of 125 days or longer, OWNER agrees to/or have Coastline Realty deposit any security deposits in an interest bearing account in a Federally Chartered Bank, Savings Bank, or Savings and Loan Association within the State of New Jersey only in a Trust Account under the name and Social Security number of the tenant.

7. Refunds. All refunds required to be made pursuant to the lease agreement shall be made within ten (10) calendar days after the OWNER enters a new lease agreement or rents the unit through an online marketplace such as Airbnb or VRBO.

8. Compliance. OWNER will be solely responsible to comply with all governmental and municipal ordinances and regulations including, but not limited to, any mercantile licenses imposed by local government along with smoke detector, carbon monoxide and fire extinguisher compliances.

9. Repairs to Property. BROKER has been retained as a Transaction Agent only and is not operating as a property manager or maintenance service. BROKER has no duty to inspect or make repairs to the Property. Notwithstanding the foregoing, OWNER authorizes BROKER to obtain any repairs and services for the property and furnishings deemed necessary by BROKER to comply with OWNER'S obligations under the lease. This authorization shall be limited to a total expenditure of \$150.00 per lease period. BROKER shall use its best efforts to contact OWNER prior to any such expenditure but shall not be required to. This Paragraph 7 shall not impose any liability on the BROKER for any failure to make repairs.

10. Condition of Property; Inspection. The OWNER shall personally or through a named representative other than the BROKER, check the rental unit prior to the occupancy of ANY TENANT to ensure that all appliances, heating and cooling components are in good working order, the unit is clean, there are sufficient cleaning supplies, at least one vacuum (in working order), trash cans for garbage and recycling, kitchen utensils, glasses and flatware, clean bedspreads or comforters, pillows, mattress pads and shower curtain liners. We suggest a professional cleaning company be hired to clean the property during change over.

11. Indemnification. OWNER, its members, officers, employees, agents and representatives, hereby agrees to indemnify, defend, and hold BROKER harmless, to the fullest extent permitted by law, for any and all claims, losses and expenses, including reasonable attorney's fees, incurred in connection with the rental of the Property; any and all actions or omissions of OWNER and TENANTS, including invitees and guests of TENANTS during and in connection with or arising from any rental secured pursuant to this agreement, including, but not limited to, claims for personal injury, property damage, civil rights violations, invasion of privacy or any other cause of action in law or in equity, the holding or release of any rent, security deposit or other security deposits disputes, breach of lease terms, failure to pay any rental amounts when due or TENANT claims of non-habitability. BROKER is not responsible to enforce lease terms or to evict tenants in the event of their breach of the rental agreement. BROKER is not responsible and shall not be held liable for any work or services performed by third parties, damage to real or personal property or stolen items.

12. Advertisement. OWNER agrees to permit the advertisement of his/her unit in various advertising channels, including, but not limited to, the Internet and Cape May County Multiple Listing Service "MLS" and to the placement of a rental sign on the Property.

13. Attorney General Memorandum; Consumer Information Statement. OWNER(s) by signature to this Agreement, acknowledge that they have received a copy of the Attorney General Memorandum regarding the

Law Against Discrimination and Federal Fair Housing Law, and acknowledges that he has received a copy of the Consumer Information Statement on New Jersey Real Estate Relationships.

14. Transaction Broker Disclosure. All licensees with BROKER, as authorized representatives of COASTLINE REALTY, LLC intend, as of this time, to work with you as a Transaction Broker.

15. Security Deposit. BROKER will hold all security deposits and OWNER agrees to act in accordance with the terms and conditions of all rental leases and to render a clear and detailed written explanation for any amounts deducted for same. The OWNER agrees to notify BROKER within seven (7) days of the tenant departure of any damages. OWNER acknowledges and understands that the security deposit will automatically be released to the tenant if notification by the OWNER has not been received within the 7 days of tenant departure. OWNER acknowledges and understands that they must provide a written detailed explanation with invoices to tenants within 15 days that explains any deductions and forward a copy to BROKER. If not received in this time frame, the deposit will be sent back to TENANT.

16. Insurance. OWNER shall maintain the homeowner's insurance, renter's insurance, hazard or flood liability insurance if required by your lender. OWNER shall provide BROKER with a Certificate of Insurance stating that the insurance policy is in force and effect and cannot be cancelled without notice to BROKER. OWNER agrees to confer with its insurance provider about content, renters, and loss of revenue coverage.

17. Lease Enforcement. OWNER will be solely responsible and accountable for the performance of all rental leases signed by OWNER or as authorized by OWNER.

18. Availability of Property. OWNER agrees to notify BROKER immediately by telephone should rental property become unavailable for any reason.

19. Credit Card Policy. For your convenience, Broker accepts credit card payments and offers Vacation Rental Insurance through third party processors. OWNER's tenants have the option to utilize an online ACH or credit card process service to pay their rent using Visa, Mastercard or Discover. If they elect to use this option a (\$3.95) transaction fee and a convenience fee of 3.95% of the funds due will be added to their charge. (These fees are retained by the processor ZEGO/PayLease – not BROKER or OWNER and are subject to change.) As the OWNER you will not be charged for this convenience, the charge is being placed on the tenant. Accepting credit cards does have its risks, such as charge backs and disputes (same as a stopped check or a check that does not clear). If a tenant is to charge back or dispute a payment, OWNER, as the Landlord, will be responsible for returning any rent already paid to OWNER by BROKER until any dispute between the OWNER and its tenant is resolved. OWNER agrees that its tenant shall have three days after the receipt of payment to BROKER to cancel the payment. If the cancellation notice is not received by BROKER during this period, the request will not be honored and the disposition of the money credited to the BROKER will be governed by the terms of the lease.

20. Electronic Signatures and Documents. OWNER and BROKER agree that the New Jersey Uniform Electronic Transaction Act, N.J.S.A 12A:12-1 to 26, applies to this document including but not limited to the parties and their representatives having the right to use electronic signatures and electronic documents that are created, generated, sent, communicated, received or stored in connection with this transaction. Since Section 11 of the Act provides that acknowledging an electronic signature is not necessary for the signature of such a person here all other information required to be included is attached to or logically associated with the signature or record, such electronic signatures, including but not limited to an electronic signature of one of the parties to this Contract, do not have to be witnessed.

21. Miscellaneous.

- a) Our failure to enforce any provision of this Lease shall not prevent us from enforcing such provision at a later time.
- b) This Agreement is binding on you and us and our respective successors, assigns, heirs, executors, administrators, and personal representatives.
- c) If any provision of this Agreement is unenforceable, the rest of the Lease will be unaffected.
- d) This Agreement is the entire and only agreement between the OWNER and BROKER. This Agreement may be changed only in writing signed by both OWNER and BROKER.

22. Consumer Information Statement on New Jersey Real Estate Relationships.

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.)

- 1. 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.
- 2. 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.
- 3. 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 LISTING PRICE OR THAT THE BUYER WILL PAY A PRICE GREATER THAN THE OFFERED PRICE.
- 4. **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.**

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 / LANDLORDS 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 the buyers, but do not represent the buyers. However, in working with the buyers a seller’s agent must act honestly. In dealing with both parties, a seller’s agent may not make any misrepresentations to either party 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. 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 / TENANTS 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 SELLER. To work as a 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 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 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 a 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 firms would be required to treat all parties honestly and to act in a competent manner, but they would not 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 the firm which clearly states what services that the 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.

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

Service Animal Policy

Coastline Realty, LLC is committed to maintaining an environment that is free from unlawful discrimination. Our office, agents and employees all adhere to the laws governing discrimination. Our office has adopted the following rules that apply to all property owners renting through Coastline Realty, LLC.

NEW JERSEY LAW AGAINST DISCRIMINATION. The New Jersey Law Against Discrimination prohibits discrimination in public accommodations and housing on the basis of a disability. Real Estate Brokers and Salespersons have a responsibility to refrain from refusing to rent or sell any property to any person on the basis of having a disability. Brokers are prohibited from representing a property that is not available to sell or rent to any person on the basis of a disability.

DEFINITION OF A DISABILITY. The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability. A disability is any condition of the body or mind (impairment) that makes it more difficult for the person with the condition to do certain activities (activity limitation) and interact with the world around them (participation restrictions).

REQUIREMENT TO MAKE REASONABLE ACCOMODATIONS. All property owners must make reasonable accommodations for guests who have a disability. The NJ Law Against Discrimination requires that the owner of a property allow full and equal access to all housing accommodations to a person accompanied by a service or guide dog or a retired service or guide dog. A service dog is any dog individually trained to the requirements of a person with a disability. Property owners are also required to make reasonable accommodations for other assistance animals, such as emotional support or therapy animals.

ADDITIONAL FEES PROHIBITED. A property owner may not charge a person with a disability an extra fee to keep a service animal on the property nor may a property owner require an additional security deposit due to a service animal. This does not limit a property owner from requiring payment for specific damage done to the premises from the security deposit if damage occurs.

Addendum to Rental Listing Agreement with Coastline Realty, LLC. Policy on Video Surveillance Camera's

Coastline Realty is committed to protecting the privacy and security of our landlords and guests. Our policy allows reasonable monitoring of the outside of the property while still protecting privacy inside the home.

We consider a surveillance device to be anything that captures the following:

- ✓ Photos
- ✓ Audio recordings
- ✓ Videos

Inside the property

Surveillance devices, which use any form of capture device such as a camera or an audio recorder, can't be used inside of a property.

Outside the property

Surveillance devices, including security cameras and smart doorbells (which may record audio), are permitted if they follow these rules:

1. Surveillance devices should only be used for security purposes.
2. Location and coverage of devices must be disclosed on the property description page and in your lease agreement.
3. Outdoor cameras covering pools and hot tubs need to be disclosed on the property details page and in a reasonably discoverable location such as a "guest instructions" binder, a notice on the wall of a high-traffic common space, or a placard next to the entry point itself. The disclosure must specify that the pool/hot tub is within the coverage area of the device.
4. Areas where guests have a reasonable expectation of privacy, such as the bathroom or bedroom, should not be under surveillance.
5. Reasonable measures should be taken to limit access to surveillance data.
6. Surveillance data should be deleted when no longer needed.

Do you have surveillance cameras at your property? Yes or No

Please list devices below so we can enter this information in your property description and on an addendum to your lease agreement.

Device #1 Location _____ Audio or Video or Both _____

Device #2 Location _____ Audio or Video or Both _____

Device #3 Location _____ Audio or Video or Both _____

Device #4 Location _____ Audio or Video or Both _____

Signature

Date

Rental Property Address

Property Address:

Do you have a keyless door code? Please call us with that information directly so we can update the system.

Bedrooms _____ Full Baths _____ Occupancy Limit _____

Wifi Network Name _____ Wifi Password _____

Trash Day & Company: _____ Recycle Day: _____

Are you supplying blankets/bedspreads & pillows? _____

Are you supplying sheets and/or towels? _____

Cleaners Name & Number: _____ Check In Time _____ Check Out Time _____

Please list bed size for each bedroom along with which floor bedroom is located on and if there is a private bathroom.

Bedroom 1: _____ Bedroom 4: _____ Bedroom 7: _____

Bedroom 2: _____ Bedroom 5: _____ Bedroom 8: _____

Bedroom 3: _____ Bedroom 6: _____ Bedroom 9: _____

Bedroom 10: _____ Bedroom 11: _____ Bedroom 12: _____

Please note which bathrooms have showers, tubs only, or shower/tub combos and what floors they are located on.

Bedroom 1: _____ Bedroom 3: _____ Bedroom 5: _____

Bedroom 2: _____ Bedroom 4: _____ Bedroom 6: _____

Parking Description (# of cars and location) : _____

of Beach Chairs _____ # of Beach Umbrellas _____ Do you leave beach toys? _____

of Beach Tags _____ (Cape May City in 2020 started selling commercial beach tags which are transferrable. Please make sure you have someone who checks these between guests as they oftentimes are mistakenly taken home)

Do you have TV streaming devices available? (Netflix, Roku) _____

Do you have expanded cable? (Disney, Sports, Weather Channel) _____

Do you offer any baby equipment: _____

Is there anything we missed that you would like us to share when advertising your property? _____

Appliance: _____ **Caretaker:** _____

Contractor: _____ **Electrician:** _____

Exterminator: _____ **Heating/AC:** _____

Landscaper: _____ **Plumber:** _____

Pool Cleaner: _____ **Property Manager:** _____

INVENTORY SHEET

<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"/> Day Beds Full
<input type="checkbox"/> Day Beds Queen	<input type="checkbox"/> Pyramid Beds Full	<input type="checkbox"/> Pyramid Beds Queen	<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"/> # of Dishwasher
<input type="checkbox"/> Mixer	<input type="checkbox"/> Dishes Utensils Kids	<input type="checkbox"/> Dining Table	<input type="checkbox"/> Kitchen Island
<input type="checkbox"/> # of Washer	<input type="checkbox"/> # of Dryer	<input type="checkbox"/> Smart TV	<input type="checkbox"/> # of SmartTV
<input type="checkbox"/> Computer Monitor	<input type="checkbox"/> Printer	<input type="checkbox"/> Smart Speaker	<input type="checkbox"/> Gaming System
<input type="checkbox"/> Video Games Provided	<input type="checkbox"/> Free Wifi	<input type="checkbox"/> Paid Wifi	<input type="checkbox"/> Fenced Pool
<input type="checkbox"/> Books for Kids	<input type="checkbox"/> Cots	<input type="checkbox"/> # of Outside Showers	<input type="checkbox"/> Outdoor Firepit
<input type="checkbox"/> Play Area	<input type="checkbox"/> # of Screened Porches	<input type="checkbox"/> Cleaning Practices	<input type="checkbox"/> Cleaned Disinfectant
<input type="checkbox"/> No Person to Person contact	<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> Carbon Monoxide Detector	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/> Deadbolt Lock	<input type="checkbox"/> Emergency Exit	<input type="checkbox"/> Outdoor Lighting	<input type="checkbox"/> Cabinet Locks
<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"/> External Security Cameras	<input type="checkbox"/> Trash Removal Service	<input type="checkbox"/> Trash Day	<input type="checkbox"/> Recycling Day
<input type="checkbox"/> Use Sanitation Management	<input type="checkbox"/> Sanitation Management	<input type="checkbox"/> BBQ Natural Gas	<input type="checkbox"/> Handicap Access

RATE INFORMATION

Are you interested in having us manage a VRBO listing for you? Our office is integrated with VRBO and can manage a listing for you. The subscription fee is \$499 (subject to change) and Coastline Realty will absorb any credit card fees within our 12% commission. Your listing agent will reach out to you if you select yes to go over further details. Please be advised that a new listing would need to be purchase under our company account. **Yes** or **No**

Rental Rate Year 2023:

Security Deposit: _____ Pet Rent: \$ _____ Pet Notes: _____

Weekly Cleaning Fee (this is charged in addition to weekly rental prices): \$ _____

Short-Term/Weekend Cleaning Fee (this is charged in addition to shorter stays less than a week) \$ _____

Nightly Rates (2 Night Minimum)

(example: Two Day Minimum Pricing \$250 per night between January 1 and June 5 and between September 15 and December 31)

Two Day Minimum Pricing \$ _____ per night for dates between _____ and _____ & between _____ and _____.

Two Day Minimum Pricing \$ _____ per night for dates between _____ and _____ & between _____ and _____.

Nightly Rates (3 Night Minimum)

(example: Three Day Minimum Pricing \$200 per night between January 1 and June 5 and between September 15 and December 31)

Three Day Minimum Pricing \$ _____ per night for dates between _____ and _____ & between _____ and _____.

Three Day Minimum Pricing \$ _____ per night for dates between _____ and _____ & between _____ and _____.

Weekly Rates:

Calendar is set by Saturday-Saturday Schedule. Please note here if you want rates put in with a Friday or Sunday Schedule. _____
 You MUST fill in each week with a price. DO NOT write in "same as last year". If you are taking an owner week write OWNER on the line. If you are not accepting rentals for certain parts of the year, please write OWNER so we can block out accordingly.

Jan 07	Mar 25	Jun 10	Aug 19	Oct 28
Jan 14	Apr 01	Jun 17	Aug 26	Nov 04
Jan 21	Apr 08	Jun 24	Sep 02	Nov 11
Jan 28	Apr 15	Jul 01	Sep 09	Nov 18
Feb 04	Apr 22	Jul 08	Sep 16	Nov 25
Feb 11	Apr 29	Jul 15	Sep 23	Dec 02
Feb 18	May 06	Jul 22	Sep 30	Dec 09
Feb 25	May 13	Jul 29	Oct 07	Dec 16
Mar 04	May 20	Aug 05	Oct 14	Dec 23
Mar 11	May 27	Aug 12	Oct 21	Dec 30
Mar 18	Jun 03			



PHILIP D. MURPHY
Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CIVIL RIGHTS
31 CLINTON STREET, 3RD FLOOR
NEWARK, NJ 07102

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

TO: Property Owners

FROM: Andrew J. Bruck, Acting Attorney General, State of New Jersey
Rosemary DiSavino, Deputy Director, NJ Division on Civil Rights

DATE: December 2021

SUBJECT: Housing Discrimination Laws

The New Jersey Real Estate Commission (REC) 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 (LAD) and the Fair Chance in Housing Act (FCHA) (effective January 1, 2022).

Law Against Discrimination:

Under the LAD, it is illegal to discriminate against a prospective or current buyer or tenant because of actual or perceived race, religion, national origin, nationality, ancestry, pregnancy or breastfeeding, sex, gender identity or expression, sexual orientation, familial status (defined as having care or custody of a child under age 18 or being pregnant), disability, liability for service in the Armed Forces of the United States, marital status, civil union status, or domestic partnership status. It is also illegal to discriminate against a prospective or current buyer or tenant because of any source of lawful income to be used for rental or mortgage payments. And it is illegal to make, print, or publish any statement, including print advertisements and online postings, expressing any preference, limitation, or discrimination based on any of those protected characteristics.

The LAD applies 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:

- The prohibition on discrimination based on source of lawful income means, for example, that a landlord cannot reject a prospective tenant because they intend to pay with subsidies or vouchers provided by federal, state, or local rental-assistance programs including Section 8 housing choice vouchers, COVID-19 Emergency Rental Assistance Program (CVERAP), State Rental Assistance Programs (SRAP), temporary rental assistance (TRA), Eviction Prevention Program (EPP), unemployment benefits, child support, alimony, and supplemental security income. A housing provider cannot advertise a property in any way that discriminates based on source of lawful income, including by posting advertisements that state, directly or indirectly, a refusal to accept, or express any limitation on, vouchers or subsidies. For example, advertisements that state “No Section 8,” “TRA not accepted,” or “This property not approved for Section 8” violate the LAD. In addition, housing providers must calculate any minimum income requirement, financial standard, or income standard based.



- The LAD prohibits bias-based harassment in housing, including sexual harassment. If a tenant is being subjected to bias-based harassment that creates a hostile environment, and if the housing provider knew or should have known about it, the housing provider must take reasonable steps to stop it. That includes harassment by other tenants and by a housing provider's agents or employees. "Quid pro quo" sexual harassment-for example, where a building superintendent demands sex or sexual favors as a condition of making necessary repairs-is also prohibited.
- Housing providers must reasonably accommodate tenants with disabilities unless doing so would be an undue burden on their operations. For example, if a tenant shows they have a disability and that keeping an emotional support animal is necessary to afford them an equal opportunity to use and enjoy the dwelling, the housing provider must permit the emotional support animal, even despite a "no pets" policy, unless they can show that doing so would be an undue burden.
- A "no pets" rule cannot be enforced against a person with a disability who has a service or guide animal. A landlord may also not charge a tenant with a disability an extra fee for keeping a service or guide animal.
- 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 an equal opportunity to use or enjoy the dwelling.
- The LAD prohibits discrimination based on "familial status"-for example, discrimination against families with children under the age of 18 and pregnant women. Landlords similarly cannot use unreasonable occupancy restrictions to prevent families with children from moving in.
- Selectively inquiring about, or requesting information about and/or documentation of, a prospective tenant's or buyer's immigration or citizenship status because of the person's actual or perceived national origin, race, or ethnicity, or otherwise discriminating on such a basis, is a violation of the LAD.
- As explained in the U.S. Department of Housing and Urban Development's April 2016 Guidance document, because of widespread racial and ethnic disparities in the criminal justice system, blanket policies that make all individuals with any prior arrest or criminal conviction ineligible to rent violate both the LAD and the federal Fair Housing Act because they have a disparate impact based on race or national origin and are not supported by a legitimate business necessity. And housing providers may not use criminal history as a pretext for intentionally discriminating based on race or national origin (for example, by applying criminal-record based restrictions against Black housing applicants but not white housing applicants).

Penalties. If you commit a discriminatory housing practice that violates the LAD, you may be subject to penalties up to \$10,000 for a first violation, up to \$25,000 for a second violation within five years of the first offense, and up to \$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 they receive on your property. Brokers and salespersons are licensed by the New Jersey Real Estate Commission and their activities are subject to the LAD as well as 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 on any basis prohibited by the LAD.

Fair Chance in Housing Act:

The FCHA prohibits housing providers from asking about rental applicants' criminal records on an initial application or otherwise considering an applicant's criminal record in any way, until after they've made a conditional housing offer to the applicant, with limited exceptions as required under federal law. The goal of the FCHA is to ensure that formerly incarcerated and system-involved people have fair access to housing around the state.

Nothing about the FCHA requires landlords or housing providers to consider a person's criminal record in housing. If a housing provider does review an applicant's criminal history after a conditional offer, specific restrictions apply. A housing provider must conduct an individualized analysis of an applicant's criminal record and may only deny housing if withdrawing a conditional offer is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

Here are some of the specific requirements for housing providers under the FCHA

- Housing providers are prohibited from asking about applicants' criminal records until after they've made a conditional housing offer, except for convictions of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing, or if the applicant is subject to a lifetime registration in a state sex offender registry.
- Even after a conditional offer, a housing provider may not consider arrests or charges that did not result in a criminal conviction, expunged convictions, convictions erased through executive pardon, vacated and otherwise legally nullified convictions, juvenile adjudications of delinquency, and sealed records.
- If a housing provider chooses to consider an applicant's criminal history after a conditional offer, they may only consider:
 - o Convictions for murder, aggravated sexual assault, kidnapping, arson, human trafficki sexual assault, endangering the welfare of a child in violation of N.J.S.2C:24-4(b)(3);
 - o Convictions for any crime that requires lifetime state sex offender registration;
 - o Any 1st degree indictable offense, or release from prison for that offense, within the p years;
 - o Any 2nd or 3rd degree indictable offense, or release from prison for that offense, within the past 4 years; or
 - o Any 4th degree indictable offense, or release from prison for that offense, within the p year.
- For a conviction that can be considered, a housing provider must conduct an individualized analysis that includes:
 - o Nature and severity of the offense(s)
 - o Applicant's age at the time of the offense(s);
 - o How recently the offense(s) occurred;
 - o Any information the applicant provided in their favor since the offense(s);
 - o If the offense(s) happened again in the future, whether that would impact the safety of other tenants or property; and
 - o Whether the offense(s) happened on, or was connected to, property that the applicant had rented or leased
- If the housing provider intends to consider criminal history as provided for under the FCHA after a conditional offer, they cannot accept an application fee before disclosing that fact to the applicant, and offering the applicant an opportunity to provide evidence of inaccuracies in their criminal record, other evidence of rehabilitation, or mitigating factors. This requirement can be fulfilled using the Model Disclosure Statement on DCR's website, found at https://www.njoag.gov/wp-content/uploads/2021/12/Model-DisclosureStatement_12.14.21.pdf.
- If the housing provider withdraws a conditional offer based on criminal record, they must explain in writing their justification for doing so, which can be fulfilled using the Model Notice of Withdrawal on DCR's website, found at https://www.njoag.gov/wpcontent/uploads/2021/12/Model-Notice-of-Withdrawal_12.15.21.pdf. An applicant can then request the information the housing provider relied upon, and can submit mitigating information or inaccuracies related to aspects of their criminal record which may be considered under the FCHA, which the housing provider must then consider.
- If the housing provider utilizes any vendor or outside person or entity to conduct a criminal record check on their behalf, they shall take reasonable steps to ensure that the vendor or outside person or entity is conducting the criminal record check consistent with the requirements of the FCHA. The housing provider will be liable under the FCHA for relying on a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA if it failed to take reasonable steps to ensure compliance.

- Housing providers are prohibited from discriminating against those with criminal records in any advertising, notices, or publications. They also cannot require applicants to submit to drug or alcohol testing, or to provide information from a treatment facility.

Penalties. If you violate the FCHA, you may be subject to penalties up to \$1,000 for a first violation within five years of the complaint, up to \$5,000 for a second violation within five years of the complaint, and up to \$10,000 for two or more violations within seven years.

Other remedies. DCR may also authorize other remedies depending on the circumstances

For more information about the LAD, or if you have other questions about discrimination in the sale or rental of real property, including how to report a complaint, please visit www.NJCivilRights.gov or call our Housing Hotline at **(866) 405-3050**. DCR has a number of fair housing fact sheets that are available at <https://www.nj.gov/oag/dcr/housing.html>. Thank you.



Andrew J. Bruck
Acting Attorney General



Rosemary DiSavino
Deputy Director, Division on Civil Rights

DATE: _____

Licensed Broker or Salesperson:

Print name

Signature

Property Owner:

Print name

Signature

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Go to www.irs.gov/FormW9 for instructions and the latest information

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instruction.	Requestor's name and address (optional)
6 City, state, and ZIP code	
7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number
<input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>
or
Employer identification number
<input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>

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 or 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

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.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.