

HOMEOWNER'S RESPONSIBILITIES

We want your home to be a positive representation of all the hard work you have put into it. This list helps us assure our office can help you as quickly and efficiently during our busy season.

- To maintain a current "Mercantile License". Visit www.c21rentaldepartment.com for your applicable municipality.
- Complete all rental forms as quickly and accurately as possible and create an owner portal in our rental program. Log in information can be provided by our office upon request.
- To provide our office with at least **3 sets** of keys prior to the beginning of each rental season. Keys lost by tenants will be replaced by our office at the tenant's expense, any keys lost by home service providers will be replaced at the owner's expense.
- To provide our office with an emergency telephone number at which someone; other than you, with decision making authority can be reached in the event you are unavailable. This number should also be listed on your Rental Authorization Sheet.
- Consider posting "HOUSE RULES", or crating a welcome book so tenants understand any house-specific information such as heating or cooling instructions, TV and WiFi information, and when trash or recycling is to be put out for removal. *Our office will gladly create a convenient Welcome Book for your home, just let one of our friendly rental agents know.*
- To provide a sufficient number of 'household items including cookware, utensils, cleaning supplies, trash cans, etc. A suggested inventory list can be provided with your Rental Authorization Form. Notify our office **immediately** if there are any changes in the information (number of beds, addition of amenities, etc) **Please notify our office if your rental DOES NOT include paper goods like toilet paper or paper towels, or cleaning supplies.**
- To ensure that rental property is thoroughly cleaned and ready for occupancy prior to check in **including fresh linens**. Also, to assure the premises are free from insects and other pests. We suggest having appliances serviced prior to the beginning of the rental season and maintain them in good working condition to avoid breakdowns, inconvenience to tenants, and costly emergency repair calls.
- Inform our office **IMMEDIATELY** anytime a rental period becomes unavailable, including homeowner stays or bookings with other offices. This can be done by phone at 609 .884.1800, or e-mail c21capemay@gmail.com