



Dear Landlord,

2020

Enclosed please find the Rental Listing Agreement package in “Hard Copy” for 2020.

Hardenbergh Canetti & Hill inc. dba hch is making a concentrated effort to keep up with technology. The Internet has changed the “face” of doing business, especially in the communication and transmitting of documents.

The RLA and W9 have been configured into a “Fillable Form” that you can fill in on your computer.

If you would like to fill in the forms or print them out from your computer please access our website at [www.hchlbi.com](http://www.hchlbi.com). In the top left corner on the menu bar click on *Vacation Rentals*, in the drop down menu click on *Landlord Information*, on this page all the links to the various documents in the 2020 RLA package will be displayed.

You have the option of mailing the completed forms to us or scanning them and E Mailing them to us.

If you are E Mailing the forms to us please use the following E Mail address [info@hchlbi.com](mailto:info@hchlbi.com). If you have the salesperson’s E Mail that has been assigned your property please cc them.

You also have the option of filling out the forms included with this package manually and mailing them to us.

Please read the Fair Housing, Law Against Discrimination Memo

When we receive your completed RLA it will be processed, reviewed, approved and then ratified by a salesperson. A copy will be sent to you by E Mail or Regular Mail.

We hope that this method makes the completion of the forms less cumbersome for you.

**SALES TAX:** As of this date the bill rescinding this tax has not been signed into law. Please note that Sales Tax is levied against Owner Rentals and Third Party Entities on seasonal vacation type rentals. Exemption: **SALES TAX:** Please note that Sales Tax is levied against Owner Rentals and Third Party Entities on seasonal vacation type rentals. Exemption: *The sale is executed by a real estate broker licensed by the New Jersey Real Estate Commission, the keys or other means of physical entrance to the property are provided to the lessee at the location of the offsite real estate broker, the rental property is private residential property, and the lessor does not provide common hotel services such as maid service, room service, or linen-changing service;*

Please take particular note of Para 14. and Paragraph 22 Regarding Keys and service of Owner and other entity rentals on the RLA.

<https://www.state.nj.us/treasury/taxation/pdf/TB-81R.pdf> A helpful link to a service that hch is not affiliated with.

<https://www.avalara.com/mylodgetax/en/resources/vacation-rental-tax-guides/new-jersey.html>

**FIRE INSPECTION: All rental properties must now be inspected by the OC Fire Marshal.** <http://www.co.ocean.nj.us/OCsheriff/FireMarshalCP.aspx>

We look forward to receiving your rental listing agreement.

Thank you. Hardenbergh Canetti & Hill inc. dba hch