

Dear Homeowner,

It's hard to believe summer 2017 is behind us and it is time to begin preparing for the following season. We are looking forward to 2018.

A few things to keep in mind while filling out your 2018 Rental Authorization

- Guests have told us that **internet access** is of utmost importance. It is no longer a "**would like to have**" it is a "**must have**" amenity. If you haven't done so already, we highly recommend that you provide internet service in 2018. It is equally important to post precise directions for use, including user name & password, and, if necessary, system name. Please make these instructions permanent and in plain view for guests.
- Air Conditioning is another "must have." If you don't have it, please consider adding units. It will help in renting your property.
- If you know specific weeks that you, your family or friends will be using, mark those weeks as not available. It compromises the integrity of the data when we show a time period to be available, only to find out it is occupied and we were not notified. It is also very disappointing both for a prospective guest and agents. Also, during the course of the rental season, always call in your owner rentals as soon as they are booked.
- We are now offering trip insurance to guests. Please refer to www.suntrippreserver.com.

It's IMPORTANT & ADVANTAGEOUS that you return your Authorization promptly

- Your property will be searchable on MaryAllen.com, plus our numerous other sites.
- Previously, we started to create Virtual Tours of our properties and it is our intention to continue this service. Taking photos in the late Summer & early Fall weather enhances the quality of the tour. If you are interested in having your tour posted sooner, you can take photos & e-mail them to us & we will create the tour. We welcome your help.

So here it is, your 2018 Rental Authorization. Any questions? Call 609-494-0700.

Thank you for doing business with us, **The Staff at Mary Allen Realty**

SIGNING INSTRUCTIONS:

- 1. Scroll down to Page #2 to edit your Property details. Your data has been pre-filled for your convenience. Please check everything carefully & make any necessary changes.**
- 2. Scroll down to Page #3 to enter available dates & prices.**
- 3. Scroll down to Read Pages #4-6 for important information.**
- 4. Scroll down to Page #7 to digitally sign your Authorization.**
- 5. Scroll down to Page #8. Enter WIFI network/password if it has changed or if it is new.**
- 6. To complete the process and send the Authorization, click on "Click to Sign" button.**
- 7. Download & Print Authorization on confirmation page or via confirmation email.**
You DO NOT need to send us a copy, we will receive one automatically.