



Dear Landlord,

2023

Enclosed please find the Rental Listing Agreement package in “Hard Copy” for 2023.

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 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 2023 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.

Please be sure to provide us with an e mail address. The Real Time Rental System will send out an e mail to you automatically when a property is reserved and/or when a lease is generated.

**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.

**PLEASE NOTE THE INFORMATION SHEET ON THE LANDLORD IDENTITY LAW**

Thank you. Hardenbergh Canetti & Hill inc. dba hch