3160 Asbury Avenue, Main Office 109 E. 55th Street

LEADER - SALES - RENTALS

Leon K. Grisbaum, Owner Frank C. Shoemaker, Broker of Record Michael V. Moss, Rental Manager

BERGER REALTY

3160 Asbury Avenue Ocean City, NJ 08226

Serving Ocean City for Over 100 Years
• Since 1920 •

www.bergerrealty.com

1330 Bay Avenue 1670 Boardwalk

(609) 399-0076 1-888-399-0076 Fax: (609) 398-6883

OPEN 7 DAYS A WEEK

2026 Re-Book Request Form

Thank you for allowing us to arrange your accommodations this summer. We hope you enjoy your stay and have a great time in Ocean City, NJ. If you have any questions or if we can be of any service to you, please do not hesitate to contact us for anything.

Ocean City has always been a great place to own a home too. While on vacation, We would be happy to help you look for your future home at the shore. We have numerous properties in a large range of prices.

IF YOU WANT TO COME BACK TO THIS PROPERTY IN 2026, PLEASE CONSIDER REBOOKING NOW.

Vacation rental properties are continuing to book early. The best time to secure your rental for next year, at the best possible rate, is to rebook now. Please fill out the form below if you want to rebook this property for the same week for next year.

NAME:	<u> </u>				
ADDRESS:	· · · · · · · · · · · · · · · · · · ·				
PHONE (H):	PHONE (C):				
EMAIL:@					
RENTAL PROPERTY:	AGENT:				
PREFERRED DATES FOR NEXT YEAR:	/TO/				
Upon receipt of this request we will confirm the week(s) are available and a lease will be generated and forwarded to you. Please sign and return the lease with a deposit of \$200.					

Sincerely,

Berger Realty

Owners set the rates. We cannot guarantee the same rates or availability.



BERGER REALTY Checklist

Sunglasses **Hair Ties PERSONAL ITEMS Hair Ties** П Lotion Money Hairbrush Makeup **Debit/Credit Card** П Sunscreen Floss П **Driver's License** Aloe Sunglasses П **Insurance Cards Eye Drops** FUN STUFF Masks **Hand Sanitizer** Camera & Charger П **First Aid Kit** PROPERTY ITEMS **Phone & Charger** Linens Games **Books Blankets Towels** KIDS PACKING **Trash Bags** LIST Dish Soap/Sponges П Clothes & Extra Clothes **Paper Towles Tote Bags Pajamas Toilette Paper** Shoes **Hand Soap** Hats **Pillows Bath Products Plastic Wrap Hand Wipes Aluminum Foil Blankets** Zip Lock Bags **Toiletries Laundry Supplies Tablets** П **Napkins** BABIES & **Light Cleaning Supplies** TODDLERS

VACATION

- ESSENTIALS First Aid Kit **Tylenol Band Aids Bug Spray Stomach Medicine** П **Prescriptions Deodorant Toothbrushes Toothpaste** Shampoo
- П Conditioner Soap Razor & Shaving Cream П Hairbrush
- **Diapers & Wipes Pacifiers Sippy Cups** Stroller Formula **Filtered Water Stuffed Animals** Pack 'n Play

BEACH PACKING LIST

Swimsuits Cover-Ups Hats Flip Flops **Water Shoes**

BEACH

ESSENTIALS **Beach Bag** Chairs **Umbrella** Large Blanket or Mat **Towels Beach Cart or Wagon** Snacks Cooler Drinks **Water Bottles Plastic Bag Swim Diapers Trash Bags**

BEACH **FUN STUFF**

Inner Tubes Boogie Boards Floats Goggles **Snorkels** Volleyball or Football Frisbee **Corn Hole** Portable Speaker

Compliments of



Leon K. Grisbaum • Since 1920 •

Locations To Serve

609-399-0076

109 E. 55th St. 609-399-4211

1670 Boardwalk 609-391-0500

1330 Bav Ave 609-391-1300

www.BergerRealty.com

UTILITY/CITY SERVICES PHONE NUMBERS

- Non-emergency Police 609-399-9111
 - Non-emergency Fire 609-525-9182
- So. Jersey **Gas-Leaks Only** 1-800-582-7060
 - AC Electric-Power Outage 1-800-833-7476
 - Comcast Cable-Internet 1-800-391-3000

MEDICAL NEEDS

- · Shore Medical Center 609-653-3515
- Call for hours and directions: 609-407-2273 · Atlanticare Urgent Care (2 locations) 210 South Shore Rd (Marmora)
- Cape Regional Urgent Care 609-465-6364 443 Shore Rd (Somers Point) 8 South Dr. (Marmora)

MISCELLANEOUS

- <u>Acme</u> 34th and Bay 609-525-2160
- <u>Acme</u> 8th and West 609-814-9780
- Shoprite 4 W. Roosevelt Blvd 609-545-0410 Marmora

Convenience Markets:

- <u>Wawa</u> 34th & Haven 609-398-6080 13th & West 609-398-7754
- 21st & Asbury 609-399-9983 Blitz's
- **Boyars** 1340 Asbury 609-399-1343

Pharmacy:

- 16th and Haven 609-391-0070 34th & Simpson 609-399-5252
- Walgreens 14th & West 609-814-1954

Ocean City Free Public Library 609-399-2434 (free wireless internet)

Aquatic and Fitness Center

resident membership required; call center for Pool/gym/racquetball; Monthly/weekly nondetails. 609-398-6900

OUTDOOR RECREATION

Bay, 8th & Haven, 15th & Bay, 29th & West, 34th St & Playgrounds: North & Haven, 6th& Atlantic, 6th& West/Asbury, 52nd& Haven

Basketball: North & Haven, 6th& Atlantic, 8th& Haven, 15th& Bay, 34th Street

Tennis: Reservations required 35th St: 609-525-9308 18th St: 609-525-9307 6th St: 609-525-9306

Boardwalk: Two and a half miles for biking (5amlogging. Distance is conveniently marked every noon, mid-June to Labor Day), walking, or quarter mile.

TRASH SCHEDULE

Please remember: Just as the next tenant will be putting out some of your trash, please put out all rash at the unit on your designated days. Place trash out by 6am.

- · Monday, Thursday Longport Bridge to north side of 9th St
- Tuesday, Friday south side of 9thSt to north side of 28th St
- Wednesday, Saturday south side of 28thSt to 59thSt
- **Public Works:** 609-399-6111 ext 9710

MANDATORY SINGLE STREAM RECYCLING

Paper and cardboard can be mixed and set out Bottles, cans and jars can be mixed and placed in brown paper bags or in a container with a n any rigid container with a recycling label; recycling label along with cans & bottles.

All trash and recycling must be in containers No plastic bags

DESIGNED FOR YOUR COMFORT PLEASE REVIEW THIS AND CONVENIENCE. INFORMATION



Welcome to

Ocean City!

"America's Greatest Family Resort"

Monday-Saturday: 9am-5pm Sunday: 10am-5pm Office Hours:

5 SIMPLE STEPS TO A GOOD START

I. CHECK ALL KEYS:

The first thing you should do <u>before unpacking</u> anything is to make sure all sets of keys get you into the unit. You don't want to start unloading if there is a problem with your keys! <u>Make sure</u> both sets work properly! Only checking one set is a sure way to have someone locked out

2. DO A WALK THROUGH:

Designate someone to walk through the unit before you start unpacking. Make a list of any pre-existing damages you see and provide this to your agent within 24 hours of checking in. We are open until 5pm on Saturday and 10am to 5pm on Sunday.

3. DON'T OVERFILL THE REFRIGERATOR!!

Anything room temperature that you put into an empty refrigerator will warm the interior and it can take hours for the fridge to cool back down. Check the orange sheet enclosed in your check in envelope for tips on how to properly manage the refrigerator.

4. DON'T FREEZE UP THE AIR CONDITIONER!!

Never set the air conditioner below 68 degrees. Check the orange sheet enclosed in your check in envelope for tips on how to properly manage the air conditioning system.

5. READ OVER THE INFORMATION PROVIDED IN YOUR CHECK IN ENVELOPE

We have provided helpful and necessary information in your envelope with your comfort and safety in mind. Please take a moment to review the provided information. Put the envelope and information in a safe place so that you can refer to it when needed, and return your keys in the envelope to Berger Realty when you check out.

RELAX AND ENJOY! BUT IF YOU RUN INTO A PROBLEM:

WHAT TO DO IF YOU CAUSE ACCIDENTAL DAMAGE IN THE PROPERTY:

If you don't have a security deposit, you probably purchased an insurance policy through CSA which covers the property against accidental damages during your stay. There is CSA paperwork enclosed in your check in envelope. Please call Berger Realty immediately to report any damage you cause so that we can begin the paperwork, call the property owner, and start the process of repair or replacement for the next guest.

LOCK YOURSELF OUT?

Call police **non-emergency** after 5:00 pm for assistance if you lock yourself out after Berger office hours. 609-399-9111. We are open until 5pm on Saturday and 10am to 5pm on Sunday.

HAVING A PROBLEM IN THE UNIT?

Call Berger Realty during office hours and we assist you. Please do not email your agent about problems as this could delay the process. Berger Realty does not authorize or make repairs nor do we staff maintenance or cleaning personnel. We must contact individual unit owners to arrange for all cleaning and repairs.

EMERGENCIES: Call 911 for any fire, police or gas emergency and leave the unit if necessary.

CLEANING EXPECTATIONS: You are expected to leave the property in clean condition. A cleaning checklist has been provided with your check in information for your convenience.

IF THE PROPERTY OWNER HAS LEFT CLEANING OR OTHER INSTRUCTIONS PLEASE FOLLOW THEM

HELPFUL INFORMATION

BEACH TAGS (REQUIRED JUNE 2-SEPTEMBER 1)Beach tags are \$20 weekly, available at several locations or directly from tag checkers on the <u>beach</u> in the summer. Seasonal tags good for the entire summer are \$35.

Property owners are not required to provide tags however if they are left in the unit as a courtesy, kindly return the courtesy by replacing any SEASONAL TAG you lose prior to checking out.

GUARDED BEACHES The lifeguard schedule is subject to change. Please call 609-525-9200.

SURF CHAIRS (free beach wheelchair program) Chairs are available on a daily or weekly basis, reservations recommended, call 609-525-9304.

PERSONAL PROPERTY Secure your bikes, beach gear, etc. at all times to guard against theft.

NOISE ORDINANCE: Ocean City enforces a noise ordinance. Please be courteous to your neighbors between the hours of 10pm and 8am. Call 609-399-9111 to report noise violations.

GRILLING is not permitted on decks, within any building (including garage and carport) or within 5 feet of any structure.

NO PETS allowed in the unit <u>at any time</u> unless permitted in your lease.

NO SMOKING in the unit or near an open window or door of your unit, or on the deck.

INTERNET The property should have login information for the internet somewhere in the unit, (welcome letter, binder, taped to modem, on fridge, etc.).

Drive Thru Checkout

NO NEED TO LEAVE THE CAR!

Please look for signs or Berger Realty agents outside our offices to collect your keys and any checkout items before you park.

Summer trash and recycling collection schedule

starting the second Monday in June and ending on the Saturday following Labor Day

Please make sure all trash and recycling is separated and lids are on trash cans. Recycling should not be bagged.

Longport Bridge to north end of 9th Street Monday and Thursday (yard waste Thursday)

South side of 9th Street to north side of 28th Street Tuesday and Friday (yard waste Tuesday)

> South side of 28th Street to 59th Street Wednesday and Saturday (yard waste Wednesday)

WE HOPE YOU ENJOYED YOUR STAY. PLEASE REFER TO THESE GUIDELINES FOR VACATING YOUR UNIT

CHECKOUT INSTRUCTIONS:

- 1. Leave the property clean (refer to the cleaning checklist below)
- 2. Set A/C at 75°
- 3. Secure all windows and doors
- 4. Vacate by 10am
- 5. Return your keys to Berger Realty

CLEANING CHECKLIST:

KITCHEN

- O Wipe down countertop/stovetop
- O Empty refrigerator/freezer, spills wiped
- O All kitchen items washed and put away
- O Sweep floors if necessary
- O Empty trash and recycling

BATHROOMS

- O Rinse tub/sink; wipe counter if necessary
- O Sweep floors if necessary
- O Remove all personal items
- O Empty trash

BEDROOMS

- O Sweep or vacuum if necessary
- O Empty trash
- O Look in drawers, under bed, in the closet for personal items

GENERAL

- O Vacuum and/or sweep living room/dining room area when needed
- O Place trash and recycling in proper outside containers
- O All furniture/decorative items in original positions
- O Clean barbeque grills after each use
- O All items you brought, take out—this includes all food!

DO YOU HAVE YOUR...

- O Phone/electronics chargers
- O Medications

O Glasses

O Movies/games/books

PLEASE CHECK THE PROPERTY FOR ANY ADDITIONAL INSTRUCTIONS, CLEANING REQUIREMENTS OR ADDITIONAL INFORMATION PROVIDED BY THE PROPERTY OWNER.

Refrigerators and Air Conditioning What you need to know!

AC Units

Please read the following information to avoid problems with your air conditioning. A typical air conditioner can cool a property approximately 15 degrees cooler than the outside temperature. To avoid damaging your AC unit, please follow these simple directions.

1. If the unit is on when you arrive, do not lower the thermostat too fast to avoid freezing up the line (2-3 degrees in an hour)

2. If the unit is off when you arrive, turn it to cool, auto, and set the thermostat 5 degrees lower than the current temperature reading. (Changing the temperature at the thermostat only tells the system when to turn on or off, not the temperature of the air coming out of the vents. Turning it down does not make the air come out cooler! Turning it way down can break the unit.)

3. Never set the thermostat lower than 68 degrees. If the homeowner posts a restriction

please follow their wishes, they know the limits of their system.

4. Leave all doors and windows closed, the air conditioning unit is re-circulating the air in the house. If you are letting in hot and/or humid air, you are slowing the process.

5. Close blinds/shades/curtains over windows that get direct sun.

6. Turn on all ceiling fans to help circulate the cool air.

<u>Refrigerators</u>

Refrigerators are open for longer than usual periods of time Saturday mornings during check out time with tenants emptying them, and the cleaners wiping them down.

Follow these simple tips to prevent problems.

1. Keep the temperature dial at the mid-range mark (no lower or you risk freezing the motor and breaking the appliance)

2. Keep the doors closed as much as possible.

3. Put in only your perishable items at first. Do not load the refrigerator with warm items initially. After an hour or so, add other room temperature items a few at a time at about one-hour intervals. If you add too many warm items at once (like a case of beverages) to a refrigerator that has been sitting empty, it will warm the interior so much it can then take hours to recover.

4. Generally, if the freezer is working, the refrigerator is working. Give it time to do its job.

5. Brought or bought a lot of perishables? Put a bag or two of ice(sold at Wawa, Blitz's, CVS, grocery stores, etc.) in the fridge when you load it. Try putting the ice in zipper bags or bowls, whatever you can find that won't leak as the ice melts. That should help cool the interior more quickly.

6. Tip: to cool cans/bottles of beverages quickly, fill a cooler or the sink with a 50/50 mix of ice and cold water. Add salt (a handful for a smaller container, more for something larger), submerge beverages and swish for several minutes!!

CSA VACATION RENTAL DAMAGE COVERAGE DOCUMENTATION



Dear Guest,	
Welcome! We are pleased to have you as our gooutstanding vacation experience.	uest, and we are committed to providing an
Please use this form to:	
Document any damage you discover at the p let us know as soon as you discover the dan you won't be responsible for it.	roperty at the time of check-in. It's important to nage. This will document pre-existing damage so
If you purchased CSA Vacation Rental Damage damage that occurred during your stay (don't bought insurance!).	ge coverage, use the attached page to report any t be afraid to report the damage – that's why you
3. Please be reminded that any benefits under Vacation Rental Agency	this program have been assigned by you to your
Part 1: The following damage was noted at the	property when I checked in:
\ 	
	 Date
Guest Name	Date
Vacation Rental Agent Name	Date

Report any pre-existing damages at the property to Berger Realty within <u>24 hours</u> of check-in. Report any other damages within <u>24 hours</u>.

Please return all CSA forms to your Berger Realty agent. Berger Realty will process the CSA claim form and submit for payment. Please do not submit the forms directly to CSA.



VACATION RENTAL DAMAGE COVERAGE CLAIM FORM

SECTION 1: (To be filled out by the G	Guest/Tenant)					10000000000000000000000000000000000000		
NAME OF GUEST/TENANT	RESIDENCE TELEPHONE NUMBER			CELL PHO	CELL PHONE NUMBER			
POLICY NUMBER	E-MAIL A	E-MAIL ADDRESS						
MAILING ADDRESS CITY			STATE		Z	IP CODE		
DESCRIPTION OF LOSS - PROVIDE THE DATE OF THE INCIDEN	T, DETAILED DESCRIPTION OF THE HOW THE I	.0SS 0CC	CURRED, & ITEMS DAMAGED					
SECTION 2: (To be filled out by the Vacation Rental Agent) VACATION RENTAL AGENCY CONTACT BUSINESS TELEPHONE NUMBER								
CHECK-IN & CHECK-OUT DATES	RESERVATION CONFIRMATION NUMBER		EMAIL ADDRESS					
COMPANY MAILING ADDRESS		CITY	y STATE			ZIP CODE		
PROPERTY MAILING ADDRESS		CITY	TY STATE ZIP CODE			ZIP CODE		
DETAILS OF LOSS DATE OF REPORT & TO WHOM WAS THE INCIDENT REPORTED?		DESCRIBE THE INCIDENT THAT CAUSED THE DAMAGE						
IS THE LOSS THEFT RELATED? YES NO If YES, you are required to fill out a police report and submit a copy with this claim.		CAN THE DAMAGE BE REPAIRED? YES NO If YES, please submit a copy of the repair estimate. If NO, please fill out Amounts Claimed below.						
SECTION 3: DESCRIPTION OF ITE	EMS AND AMOUNTS C	CLAIN	ИED					
DESCRIPTION - PLEASE INCLUDE MANUFACTURER, MODEL, AND SERIAL NUMBER			DRIGINAL PURCHASE DATE	ORIGINAL PURC	HASE PRICE	REPLACE/REPAIR COST		
			LEGG MAGUET S	DECEMENT FROM	OTHER COMPOSE			
	LESS AMOUNT RECEIVED FROM OTHER SOURCES TOTAL AMOUNT CLAIMED							
Notice: If you have more items, please attach separate sheet	Notice: If you have more items, please attach separate sheet (including additional items if attached)							



VACATION RENTAL DAMAGE COVERAGE CLAIM FORM

SECTION 4: (GUEST/TENANT & VACATION RENTAL AGENT: PLEASE READ NOTICE BELOW & SIGN)

FRAUD WARNINGS AND DISCLOSURES

Arizona: For your protection Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Alaska, Minnesota, New Hampshire: A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

Arkansas, Louisiana, New Mexico, Texas, West Virginia: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

California: For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to any insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Maine, Virginia, Tennessee, Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Delaware, Idaho, Indiana: Any person who knowingly, and with intent to injure, defraud or deceive any insurer files a statement of claim containing any false or misleading information is guilty of a felony. **Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self insured program files a statement of claim or an application containing any false or misleading information is guilty of a felony of the third degree.

Hawaii: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

District of Columbia: WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

Oklahoma: Warning: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Kentucky, Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Kansas: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto may be guilty of insurance fraud as determined by a court of law.

Maryland: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation.

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud

Oregon: Any person who knowingly and with intent to defraud, files a claim for benefits may be guilty of insurance fraud and may be subject to prosecution.

insured(s) and the Agent(s), attest that all the state else involved in this matter, to verify whether or n identification and prevention of potential fraudule DBA The General Insurance Company of Trieste &	itements in this document are true and complete to the best of my/ou of this loss occurred. I/we further authorize CSA Travel Protection to re ont activity to Generali U.S. Branch, Generali Assicurazioni Generali S.p.	equivalent of my/our manual signature(s) on the document. I/we, the ir knowledge. I/we authorize CSA Travel Protection to contact me/us or anyone lease and share claim information including that which may be used in the .A. (U.S. Branch), Assicurazioni Generali – U.S. Branch, Generali U.S. Branch anch, Stonebridge Casualty Insurance Company, Transamerica Casualty and business associates assisting in the processing of the claim.
GUEST/TENANT'S SIGNATURE	PRINT NAME	DATE
VACATION RENTAL AGENT'S SIGNATURE	PRINT NAME	DATE

VACATION RENTAL AGENTS REMEMBER TO SUBMIT THE FOLLOWING WITH THIS CLAIM FORM:

- · FOR THEFT CLAIMS, A COPY OF THE POLICE REPORT
- \cdot Photographs of the property damage
- · REPAIR ESTIMATES
- \cdot original purchase receipts or estimates
- · REPLACEMENT RECEIPTS
- · A COPY OF THE PROPERTY/LEASE AGREEMENT

SUBMIT FORM

CLEAR FORM

You may also submit your completed form to CSA by fax: (877) 300-8670 or mail: CSA Travel Protection

P.O. Box 939057 San Diego, CA 92193



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Rent Linens and Towels for your Vacation!

Let us provide quality linens, towels, cribs, and baby and beach items so you can relax and enjoy your vacation!

-Linen Sets

-Towel Sets

-Beach Towels

-Cribs

-High Chairs

-Beach Chairs

-Bed Making

-Beach Carts and More!

https://linens.bergerrealty.com

231 West Avenue Ocean City, NJ 08226 609-905-5051