



Long and Foster Real Estate, Inc

4914 Landis Ave.

Sea Isle City, NJ 08243

609-263-2267 * www.lnfseaisle.com



2025 RENTAL LISTING AGREEMENT

OWNER INFORMATION

- Owner: _____
- Mailing Address: _____
- Email Address: 1. _____ Email Address 2. _____
- Mobile Phone: _____ Name of LLC / Company: _____
- Preferred Contact Number: _____ 2nd Contact Phone: _____

PROPERTY INFORMATION

- Address: _____ Unit/Floor: _____
- Owner has pets on premises at any time during the year: Yes _____ No _____ If Yes, type of pet: _____
- Would you consider selling: Yes _____ No _____

Property Specifics and Comments: _____

COOPERATING BROKERS

Laricks _____	Berkshire Hathaway _____	Farina & Boeshe _____	Freda _____
Sea Winds of SI _____	Sea Isle Realty _____	Landis Co. _____	Keller Williams _____
Riordan _____	Re/Max Preferred _____	McCann & Sons _____	LNF Avalon _____

AMENITIES

**If any information below has changed from the previous year, please update.
If there are no changes, please continue to page 2.**

OF BEDROOMS: _____ OCCUPANCY LIMIT: _____ # OF BATHS: FULL _____ HALF _____

- | | | |
|---|---|---|
| Groups Allowed: <input type="checkbox"/> | Grill: Gas <input type="checkbox"/> Charcoal <input type="checkbox"/> Electric <input type="checkbox"/> | Dishwasher: <input type="checkbox"/> |
| Handicap Accessible: Yes <input type="checkbox"/> No <input type="checkbox"/> | Outside Shower: <input type="checkbox"/> Heated: <input type="checkbox"/> | Ice Maker: <input type="checkbox"/> |
| Pet Friendly: <input type="checkbox"/> Type: _____ | Off-street Parking: <input type="checkbox"/> Spots _____ | Iron: <input type="checkbox"/> |
| Water View: <input type="checkbox"/> | On Street Parking: <input type="checkbox"/> | Ironing Board: <input type="checkbox"/> |
| # Dining Seats: _____ | <input type="checkbox"/> Garage: <input type="checkbox"/> For Tenant Use? | Microwave: <input type="checkbox"/> |
| Fireplace: Gas <input type="checkbox"/> Wood <input type="checkbox"/> Electric <input type="checkbox"/> | <input type="checkbox"/> Furnished Deck: <input type="checkbox"/> | Oven: <input type="checkbox"/> |
| Elevator: <input type="checkbox"/> | Deck Furniture Info: _____ | Refrigerator: <input type="checkbox"/> |
| Bonus Room: <input type="checkbox"/> | # King Beds _____ | Stove Top: <input type="checkbox"/> |
| Internet: Wired <input type="checkbox"/> Wireless <input type="checkbox"/> None <input type="checkbox"/> | # Queen Beds _____ | Toaster: <input type="checkbox"/> |
| Cable TV: Yes <input type="checkbox"/> No <input type="checkbox"/> Streaming <input type="checkbox"/> | # Double Beds _____ | Toaster Oven: <input type="checkbox"/> |
| # TV's _____ | # Single Beds _____ | Washer: <input type="checkbox"/> |
| A/C: Yes <input type="checkbox"/> No <input type="checkbox"/> | # Bunk Beds (2 Singles) _____ | Dryer: <input type="checkbox"/> |
| A/C Type: Central <input type="checkbox"/> Window <input type="checkbox"/> Split <input type="checkbox"/> | Pyramid Beds _____ | Garbage Disposal: <input type="checkbox"/> |
| # Ceiling Fans _____ | Pyramid Bed Sizes _____ | Vacuum: <input type="checkbox"/> |
| Beach Tags Included: <input type="checkbox"/> Number _____ | Trundle Beds (Size) _____ | Lobster Pot: <input type="checkbox"/> |
| Boat Slip: <input type="checkbox"/> How Many: _____ | Sofa Beds: <input type="checkbox"/> Number _____ | Extra Refrigerator: Full <input type="checkbox"/> Mini <input type="checkbox"/> |
| Fenced in Yard: <input type="checkbox"/> | Sofa Bed(s) Size: _____ | First Floor Bedroom: <input type="checkbox"/> |
| # Decks _____ | Futons: <input type="checkbox"/> Number: _____ | Screened Porch: <input type="checkbox"/> |
| Hot Tub: <input type="checkbox"/> | Futons (s) Size: _____ | Beach Equipment: (Beach Cart,
Umbrellas etc.): _____ |
| Porch: <input type="checkbox"/> | Blender _____ | _____ |
| Pool: Private <input type="checkbox"/> Community <input type="checkbox"/> | Coffee Maker: <input type="checkbox"/> | _____ |
| Beach Chairs: Yes <input type="checkbox"/> No <input type="checkbox"/> # _____ | Coffee Maker Type: Keurig <input type="checkbox"/> Drip <input type="checkbox"/> | _____ |
| Bikes Provided: Yes <input type="checkbox"/> No <input type="checkbox"/> # _____ | | |

SECURITY CODES

Garage Code: _____ Lockbox/Door Code: _____

Wi-Fi Network: _____ Wi-Fi Password: _____

CONTACT INFORMATION

Appliance Repair: _____ Cleaning: _____ Handyman: _____
Electrician: _____ Heat/AC: _____ Plumbing: _____

RATES AND AVAILABILITY

() Friday to Friday		() Saturday to Saturday		() Sunday to Sunday	
Week	Rate	Week	Rate	Weekends and Off-Season	Rate
4/26/2025		7/12/2025		Weekend (2 nights off season)	
5/03/2025		7/19/2025		Weekend (3 nights off season)	
5/10/2025		7/26/2025		Nightly rate off season	
5/17/2025		8/02/2025			
5/24/2025		8/09/2025		Polar Bear Weekend	
5/31/2025		8/16/2025		St Patrick's Weekend	
6/07/2025		8/23/2025		Easter Weekend	
6/14/2025		8/30/2025		Girls Weekend(s)	
6/21/2025		9/06/2025		Memorial Day Weekend	
6/28/2025		9/13/2025		Skimmer Weekend	
7/05/2025		9/20/2025		Labor Day Weekend	

Seasonal Rentals: 5/23/2025 - 9/07/2025 Rate \$ _____ Security Deposit \$ _____
1st Half Season: 5/23/2025 - 7/12/2025 Rate \$ _____ Security Deposit \$ _____
2nd Half Season: 7/12/2025 - 9/07/2025 Rate \$ _____ Security Deposit \$ _____

Utilities Included () Yes () No Tenant Pays () Electric () Gas () Cable

SECURITY DEPOSIT / Accidental Damage Owner Coverage:

- **NEW - \$5,000 Accidental Damage Owner Coverage on ALL leases 29 days or less!**
 - We are pleased to inform you that your property is now covered by an enhanced accidental damage protection plan provided by Long & Foster. This coverage, on any lease 29 days or less, is now your primary protection against tenant accidental damage, and it is provided to you at no additional cost.

Key Points:

- **Primary Coverage:** This coverage will be your first line of defense against accidental damage caused by tenants on all leases of 29 days or less.
- **Increased Protection:** The coverage amount has been increased to \$5,000 for all properties.
- **Security Deposit Consideration:** While owners may still require a security deposit, the enhanced accidental damage coverage may make this unnecessary. A security deposit is refundable but can increase the up-front costs for tenants at the time of booking.

We believe this enhanced coverage will provide you with greater peace of mind and may also make your property more attractive to potential tenants by reducing their initial financial burden if no security deposit is required.

- Landlord requires a security deposit in the amount of \$ _____. Landlord requires that each tenant deposit a security deposit. Unless contrary to applicable law, any interest earned on said security deposit shall be the sole property of Long & Foster. Landlord understands and acknowledges that the security deposit may be automatically refunded to the tenant thirty (14) days after termination of the lodging agreement unless otherwise directed by landlord in writing. Landlord shall be solely responsible for monitoring the condition of the property and advising Long & Foster, in writing, as to the disposition of the Security Deposit within said thirty (14) day period. Long & Foster, will attempt, but is not obligated, to report any visible damage to the unit. If any deposit is to be retained, Long & Foster must have received a statement in writing as to the reason for the landlord withholding money within seven (7) calendar days of tenant checkout. Landlord understands that this explanation will be forwarded to the tenant. Landlord will also provide copies of all invoices and photographs pertaining to the withheld security deposit to Long & Foster within fourteen (14) days of the tenant checkout. Landlord understands that these invoices will also be forwarded to the tenant.

Pet Deposit: Check A, B or C. If no line is checked, pets will not be allowed.

- A. No pets are allowed.
- B. Pet deposit in the amount of \$ _____ is required for any allowed pet.
- C. Pet deposit in the amount of \$ _____ plus additional rent in the amount of \$ _____.

I certify that (a) All information shown in this rate summary sheet is correct and that my property is equipped with all the amenities as described. (b) All rental licenses required by city, county or local governments have been obtained and will be provided to Long & Foster as requested. (c) All mechanical systems for the unit are in good working order and have been property maintained. (d) Landlord has in place adequate liability, property and casualty insurance and will provide proof of such insurance to Long & Foster upon request.

Landlord

Date

Landlord

Date



Long & Foster Vacation Rental Listing Agreement

This Vacation Rental Listing Agreement ("Agreement") governs the terms under which Long & Foster Real Estate, Inc., Vacation Rental Division ("L&F") will represent Landlord _____ in listing and reserving rentals of the property located at: address _____ unit _____, (the "Unit").

- 1. LISTING:** Landlord represents that Landlord is an Owner of the Unit and is authorized by all additional Owners to sign this Agreement. Landlord authorizes L&F to find renters for the Unit for the period and at the rates and terms specified on the Rental Property Sheet attached to this Agreement.
- 2. EFFECTIVE DATE & AUTOMATIC RENEWAL:** This Agreement shall cover the period beginning on the date signed and ending 12/31/2025. The Agreement will automatically renew on December 31st of each year unless cancelled in writing by either L&F or Landlord. If the Agreement is terminated, Landlord shall be required to honor all reservations previously made by L&F where the renter has made an advance deposit.
- 3. COMMISSIONS & FEES:** Landlord agrees to pay L&F a commission on gross rental payments at the rate of 11% of the total rent paid by Tenant. Landlord agrees that the advertised rate for the Unit may include additional fee(s) payable by the Tenant to L&F for additional services and therefore, the advertised "rent" may appear to be higher than the actual rent paid to Landlord. Further, L&F may charge each Tenant a non-refundable processing fee payable to L&F on each period of Tenant occupancy.
- 4. DEPOSITS:** L&F shall require each Tenant to provide a deposit ("Deposit") to reserve the Unit. Except as prohibited by applicable law, interest earned on such Deposits shall be paid to L&F. All Deposits shall be non-refundable unless Landlord fails to comply with the terms of the Listing Agreement. L&F is authorized to refund any deposit, rent, or fee, or any portion thereof, in the event that, in L&F's discretion, the Unit is in disrepair, unfit for occupancy, or not adequately furnished. If L&F refunds a Deposit that has previously been paid to Landlord, L&F may recover that amount from Landlord or from any future funds due to Landlord.
- 5. ADVERTISING:** Landlord authorizes L&F to display the Unit and details of the Unit online including on L&F's website, affiliated web-portals and/or syndicated feeds and, to the extent available, accept on-line reservations or otherwise advertise the availability of the Unit. Landlord authorizes L&F to display "For Rent" sign on Unit where such is permitted.
- 6. AVAILABILITY:** Landlord agrees to make a good faith effort to keep Long & Foster informed in a timely manner of any changes in availability as the result of plans for owner use or cooperating broker reservations.
- 7. LANDLORD STATEMENTS:** L&F will process all invoices and pay to Landlord any Deposits or rent payments less any prior disbursements and, at L&F's option, any pro rata portion of the commissions earned by L&F by the 15th day or last day of the month after receipt by L&F of each Deposit or rental payment. Even if payment has been previously sent to Landlord, rental proceeds are not deemed earned until the occupancy period associated with such rental proceeds has occurred. L&F shall use reasonable efforts to collect all rental proceeds due for Landlord. L&F shall not be liable to Landlord for rental proceeds which cannot be collected for any reason, including, but not limited to, credit card chargebacks, bounced checks or fraud. L&F will submit a complete accounting for all receipts, taxes and disbursements. L&F shall not make any legal demands or undertake any litigation on behalf of the Landlord.
- 8. REGULATIONS:** Landlord represents that the Unit is in compliance with all local, state and federal regulations pertaining to the health and safety of occupants of the Unit, including but not limited to smoke detectors and suitable water for drinking. Landlord further agrees to promptly take all necessary steps to comply with changes in these regulations at the expense of the Landlord. L&F is not responsible for ensuring that the Unit is in compliance.
- 9. COSTS & EXPENSES:** Landlord shall be responsible for paying all costs and expenses associated with the operation and maintenance of the Unit as a vacation rental. Such expenses shall include all income taxes, rental or business licenses, utilities, trash collections, pest control, hot tub and pool maintenance (if applicable), locksmiths, outside maintenance, including lawn or yard care, snow removal, property taxes, condo/HOA assessments, mortgage payments, casualty/liability insurance premiums and other costs associated with the maintenance of the Unit. L&F shall not be responsible for any late payment penalties, disconnect/reconnect fees, or other charges, incurred by Landlord.

10. MAINTENANCE: L&F is authorized to spend on Landlords behalf, \$200.00 to make the Unit habitable, including reasonable repairs and cleaning, and to deduct said sums from rental payments. Landlord authorizes L&F to replace or repair any damaged items up to a value of \$200.00 at the Landlord's expense.

11. TERMINATION OF RENTAL: Landlord is responsible for termination of any Lease Agreement in the event Tenant(s) or invitees engage in objectionable or illegal behavior, or if the Tenant(s) are in breach of the Lease Agreement.

12. INSPECTION: L&F's acceptance of this Agreement is subject to satisfactory inspection of the Unit within ten (10) days from the date this Agreement is fully executed and is subject to periodic inspection of the Unit thereafter.

13. FURNISHINGS: For the Unit to be rented successfully as a vacation accommodation, it must contain furnishings, including, but not limited to appropriate furniture, seating, bedding and kitchen supplies to meet occupancy needs. Landlord agrees to keep the Unit furnished in an acceptable manner.

14. SALE OF PROPERTY: Landlord shall notify L&F prior to listing of the Unit for Sale. If the Unit is sold, Landlord recognizes that the Unit shall be conveyed subject to the confirmed reservations already booked and shall notify purchasers of same prior to the transfer of title to the Unit. If Tenants must be relocated as a result of the sale of the Unit, any expenses incurred in said relocation shall be the responsibility of the Landlord, along with any and all commissions due. Upon notification that the Unit is listed for sale, L&F shall provide a Sales Rental Addendum provided by L&F and Landlord shall incorporate that addendum into their sale of property listing agreement and contract(s) of sale.

15. BEACH TAGS: **Long & Foster does NOT encourage or recommend that owners provide beach tags** because beach tags are often lost or misplaced by the tenants, or if they are promised, the tenants are upset when they are not in the unit. For many years we have been informing tenants that beach tags may or may not be in the property and are not guaranteed even if the owner refer to supplying them. **If you are going to provide beach tags, please do so at your own risk.**

16. INSURANCE & LIABILITY: Landlord hereby indemnifies and holds harmless L&F and L&F's agents, directors, and/or employees from any and all claims, suits or damages of any kind arising in any way in connection with the rental of the Unit including damages to the Unit in connection with said rentals, Landlords failure to comply with any applicable laws or regulations relating to occupant health and safety, or injury suffered by any Tenant, employee or other person unless caused by the willful conduct or gross negligence of L&F.

17. LOST RENTALS: In the event the Landlord cancels any reservation for any reason, Landlord agrees to pay L&F for any commissions L&F has earned for reservations already confirmed that have to be canceled or transferred. Landlord shall refund to Long & Foster any payment made by the tenant (less any fees or commission collected by Long & Foster which were not sent to the Landlord).

18. LEASE CANCELLATION POLICY AND PROCEDURES:

- a) Cancellation prior to receipt of a fully executed lease: if a tenant notifies Long & Foster of their intention to cancel a lease prior to the receipt of a fully executed lease signed by the Landlord, the Landlord shall refund to Long & Foster any payment made by the tenant (less any fees or commission collect by Long & Foster which were not sent to the Landlord) and the reservation shall be cancelled with no obligation between the parties.
- b) Cancellation after receipt of fully executed lease: if a tenant notifies Long & Foster of a need to cancel a lease after the tenant has received a fully executed copy of the lease from the landlord, any refund will be subject to the property re-renting at the agreed upon price. Owner will attempt to re-rent the property, the tenant will continue to be responsible for the full amount of the rental under the terms, conditions, and payments of the lease until the property is re-rented.
- c) Refunds to the tenant: if the property re-rents at full price, the landlord shall refund the tenant the amount received by the Landlord (less any commission or other fees collected by Long & Foster which were not sent to the Landlord). If the property is not re-rented for full price, the difference will be due from the tenant and/or will be deducted from any payment received. Long & Foster shall refund the tenant the proportional amount of commission received by Long & Foster based on the refund amount. No refunds shall be due until the Landlord has received payment and an executed lease for the replacement reservation. Additionally, if the landlord decides to use the period of time from the cancelled lease for their own use and does not actively list the week as available leading up to the check-in date, the landlord agrees to refund the tenant in full.

19. RENOVATION: Before Landlord begins a renovation of the Unit, Landlord will notify L&F of the dates that the Unit will be unavailable ("Construction Period"). Unless the renovation is to cure a dangerous condition in the Unit, the Construction Period will not occur during the Peak Season. If renovations are not completed during that Construction Period or if Landlord fails to notify L&F of the Construction Period and reservations are in place, Landlord agrees to pay any expenses L&F and the Tenant may incur due to a relocation of the Tenant.

20. NO PROPERTY MANAGEMENT AGREEMENT: Landlord agrees that L&F shall be responsible only for those duties to which L&F expressly agrees herein and for no other acts or duties, even if and when L&F may, upon occasion, perform certain duties not otherwise described or required by this Agreement. L&F is acting as a rental listing broker and has no liability to Landlord or Tenant for the performance of any term or covenant of a Lease Agreement. L&F is not responsible for any violations of any applicable codes, rules, laws and regulations respecting the Unit condition.

21. SURVEILLANCE EQUIPMENT: Unless otherwise authorized in writing by a Tenant, Landlord will remove or disable any video cameras and other surveillance equipment both inside and outside the property prior to any occupancy by a Tenant. If the Landlord operates any video cameras or other surveillance equipment while the property is unoccupied, Landlord will post notice of such surveillance in a conspicuous place. Landlord agrees to indemnify and hold L&F harmless against any loss, claim, civil action, criminal action, or regulatory action related to violations of New Jersey or federal laws related to privacy or Landlord's use or placement of surveillance equipment at the property.

22. ACKNOWLEDGEMENTS BY LANDLORD: Landlord acknowledges as follows:

- a) The Unit shall be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status disability, or elderliness or any other protected class, in compliance with all applicable federal, state and local fair housing laws and regulations.
- b) A "service animal" does not constitute a "pet" under applicable law. Even if Landlord prohibits pets in a Unit, Landlord acknowledges that Landlord and L&F shall allow any Tenant to rent the Unit with a service animal. Landlord may not require an additional "pet deposit" for a Tenant with a service animal.
http://www.ada.gov/service_animals_2010.htm
- c) Landlord acknowledges receipt of the Consumer Information Statement on New Jersey Real Estate Relationships and has reviewed to Landlord's satisfaction.

23. ADDITIONAL PROVISIONS:

- a) This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party to this Agreement except to the extent incorporated in this Agreement. This Agreement may not be modified or changed except in writing signed by the L&F and Landlord. The rights and obligations of the parties under this Agreement shall not be assignable except with the prior written consent of the other Parties hereto.
- b) This Agreement shall inure to the benefit of the parties hereto and shall be binding upon the parties hereto and their respective heirs, successors, and assigns.
- c) This Agreement shall be construed as to both validity and performance and enforced in accordance with and governed by the laws of the state in which the Unit is located.
- d) If any provision of this Agreement shall be invalid or unenforceable to any extent, the remaining terms, conditions, and provisions of this Agreement shall not be affected thereby, and each remaining term of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law. If any provision of this Agreement is so broad as to be unenforceable, such provisions shall be interpreted to be only as broad as is enforceable.
- e) In case of default by either L&F or Landlord, the defaulting party agrees to pay all expenses, including, but not limited to, reasonable attorneys' fees, which may be incurred by the non-defaulting party in attempting to enforce its rights under this Agreement.

Landlord Signature: _____

Landlord Signature: _____

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

Landlord Mailing Address: _____

Mobile #: _____

2nd Contact Phone #: _____

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they