

# Instructions

Welcome to this great adventure of building a customized lease agreement. It took us 10 years of doing it the old way to take on this project and we've never been disappointed. You won't either I promise. This effort will PAY OFF IN BIG MONEY and is a safer (and more scalable) way to do property management. Here's where to start:

1. Make a copy of this document and archive it for safekeeping.
2. Using the document in this download **Instructions to Adapt** (ITA), go through this lease and find each **"Item"**. They are in bold and italics. Using the ITA instructions, fill in your name, numbers, fees and dates **as you do things today** in your current model.
3. Leave the line numbers on the left of the lease document until we're done with our review. It makes collaborating easier. We'll delete them later.
4. Leave the document type size 12 for easy reading until we're done with the review. We'll address type size of your final document later.
5. Most states have a Landlord Tenant Act (LTA) that will dictate some of your dates and fees. Find that law and keep it nearby as we go through this process. We'll help you tweak the lease to comply with your state law. Forward us a copy of that law so we have the rules as set by the state.
6. You're not alone in this project. We do this every day for managers across the country and we'll guide you through each step.
7. As you go through this process, **start deleting our notes as you complete things** so you end up with just your customized document. Don't delete them if you have questions or are unsure of the issue. We'll work through each issue together. In the end your document will be six pages max unless you start adding a bunch of your own language.
8. **The video library that comes with these documents is critical.** Don't skip over them. Consider completing the document as you work through the video training. Many use these videos to train their staff. Select videos to assign and make them a topic of meetings to help train staff on ideas you think are most relevant.

**Any suggestions of fees we make in this document is for illustration purposes only as we are not attempting to set fees.**

I know this can seem overwhelming at first but, believe me, it's worth the effort. You'll need to carve out a couple of hours to finish it all but, in the end, you'll be glad you did. It's a heavy lift and will take some time but when you're done, you'll be **scalable, more profitable and operate safer** than you've ever operated before.

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*Item 1 = Your company's name*

## Residential Rental Agreement 2019

**Landlord, Tenant, and Address:** This agreement (hereinafter "Lease") is between **Item 1** (hereafter "Manager") and \_\_\_\_\_ (hereafter "Resident").  
Manager leases to Resident and Resident leases from Manager the property known as \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_, Zip \_\_\_\_\_, **Item 2** (hereafter "Property") under the following conditions:

**You are establishing LABELS for the rest of your document. Carry these labels faithfully**