

Instructions to Adapt the *Residential Rental Agreement* to Your Company

Although we all do the same things in managing rentals we do them a little differently. You won't manage 50 houses in CobbTown, AL the way I managed 1,000 in Roswell, GA. Managing 300 section 8 properties is done differently than managing 300 high-rise condos. Each manager's model is different so this instruction sheet allows each manager to **shape their lease to match their model** as it relates to fees, charges and dates or CUSTOMIZE IT to the way you do property management.

You're not alone in this project. The training videos will take you through each stipulation and help you tweak the document to your specific needs and we'll talk you through your final tweaks and answer questions.

You'll need to carve out some time to complete this. It's a heavy lift and will take a couple of hours. It's called working ON the business. Use this list to make the changes in the lease document.

NOTE: ALTHOUGH WE LIST EXAMPLES OF WHAT YOU MIGHT CHARGE FOR A PARTICULAR ITEM, WE DO SO ONLY AS AN EXAMPLE AS WE ARE NOT ATTEMPTING IN ANY WAY TO SET OR SUGGEST FEES.

Item 1 is on the top of the document in 2 places.

Insert your company name as it is with the real estate commissioner or Secretary of State. The first one should be smaller than the document title and not bold.

Item 2 is on the top of the document.

Identify the state where the Property is located. Because each state law is different, you'll need a separate document for each state you operate in.

Item 3, stip 2(b), (c), (d); stip 3(f); stip 18(a)(1) = required notice

The lease is set up to auto renew every year unless notice is given by either party. How much notice will you require to not renew the lease? (Like "60 days")

Item 4, stip 3(a) and (b) = due date

What day of the month is rent due? (Like "the first")

Item 5, stip 3(a) and (b) = deadline

Choose when the rent must be received by. (Like noon, close of business day or 5pm)

Item 6, Stip 3(b) = late charge for rent

Choose a percentage of the rent (or a flat fee) to be charged if rent is not paid on time. (Like "10% of the rent" or a flat fee like "\$50.00")

Item 7, Stip 3(c) = returned check fee

Choose the fee to be charged for checks returned by the bank. (Like "\$50.00") **Caution.** This may be dictated by your state's landlord Resident law.

Item 8, stip 3(c) = requiring certified funds

Let the Resident know at what point you can send notice requiring certified funds for all future payments. (Like "\$30.00")