

SAMPLE FORMS, LETTERS, AND AGREEMENTS PROMAS VERSION

The following pages contain samples of the Forms, Letters, and Agreements, PROMAS Version. They are in Microsoft Word®. They require Microsoft Windows® and Microsoft Word®, version 95 or higher. To use the 85 forms that merge with PROMAS Bookkeeping Software, you need to purchase the PROMAS Software and support is required. You must have the current version of PROMAS to operate the forms.

Please note: the forms, letters, and agreements use “RES” and “Real Estate Services, Inc.” as company names – these names can be easily changed in moments by using the “find and replace” tool in Microsoft Word®.

Areas marked in “red text” are where you need to add your policy. PROMAS Data will fill in text in gray areas.



PET ADDENDUM

ATTACHMENT #

The following is the Pet Agreement for the Rental Agreement dated «Tenant_Lease_Start», for the Tenant(s), «Tenant_Legal_Tenants», for the property at «Unit_Address».

The Landlord or Landlord's Agent grants the undersigned Tenant permission to keep the following animal/pet(s) and will verify the following information when signing:

Table with 4 columns: TYPE, BREED, NAME, SIZE/COLOR

The undersigned Tenant agrees to the following conditions:

- 1. The Tenant fully understands any increase paid to the security deposit is NOT a pet deposit. The increased amount is an increased security deposit. In addition, the Tenant fully understands the Landlord can use any part of the tenant's entire security deposit for any damage caused by their pet.
2. The Tenant understands fully that at no time will Landlord or Landlord's Agent refund the increased amount or any part of the original security deposit prior to vacancy, even if Tenant removes the pet, or the pet vacates the property for any reason.
3. The Tenant fully understands they will be responsible for professional carpet cleaning during and after vacancy due to the approval for having a pet on the premises and is to be at the tenants' expense. The Tenant must obtain approval of the carpet cleaning company from the Landlord and/or Landlord's Agent.
4. The Tenant fully understands they are responsible for pest control during and after vacancy, due to approval for having a pet on the premises, and the pest control is to be at the tenants' expense.
5. The Tenant is to keep only the animals specifically listed above and CANNOT substitute any other animal/pet without permission of the Landlord or Landlord's Agent.
6. The Tenant cannot "baby sit" or do any "care taking" of any animal, bird or pets of any nature, for another party on the premises for any friend, relative or acquaintance at any time.
7. The Tenant agrees to keep their pets under control at all times and abide by the County or City codes pertaining to animals and Tenant agrees to keep their pet restrained when it is outside of the dwelling.
8. Landlord, and/or Landlord's Agent, will report any pet left unattended for twenty-four (24) hours or more, or whose health the Tenant's neglect, mistreatment, or their ability to care for the animal to the Animal Control authority or any other appropriate authority. The Landlord and/or Landlord's Agent deems such circumstances an emergency for the purposes of the Landlord's right to enter the Tenant's unit to allow such authority to remove the animal from the premises. The Landlord accepts no responsibility for any pet removed.
9. The Tenant agrees to dispose of their pet's feces properly and promptly. The Tenant also agrees to dispose of all feces properly and promptly even if it is not from their pet.
10. The Tenant agrees not to leave food or water for their pet or any other animal outside the front of the dwelling.
11. The Tenant agrees to keep their pet from causing any annoyance or discomfort to others. Tenant will remedy immediately any complaints made through the Landlord or Landlord's Agent.
12. The Tenant is not to allow their pet to give birth on the property.
13. The Tenant agrees to pay immediately for any damage, loss, or expense caused by their pet.
14. The Tenant guarantees to Landlord or Landlord's Agent the pet(s) listed above have received the appropriate vaccinations, required by governing agencies, including but not limited to, the County, City or State
15. The Tenant agrees that Landlord or Landlord's Agent reserve the right to revoke permission to keep the pet should the Tenant break this agreement.
16. The Tenant agrees to remove the pet if there is any incidence or report of violent behavior of the pets in this agreement.
17. The Tenant agrees to indemnify, defend and hold Landlord or Landlord's Agent harmless from and against all claims, actions, suits, judgments and demands brought by another party due to any activity or damage caused by the Tenant's pet.
18. ATTORNEY FEES: In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Tenant
Tenant
Tenant
Tenant

Date
Interpreter
Agent for Landlord

Real Estate Services, Inc.



1956 Andover Lane • Lincoln, CA 95648 • Bus (916) 408-4400 • FAX (916) 408-4455
info@RES.com • www.RES.com

Date

«Majority_Mailing_Address»

Re: Thank you for Management

Dear «Majority_Informal_Salutation»:

Thank you for choosing Real Estate Services, Inc. to manage your property «Unit_Street_Address». We will do our very best to service your account. Enclosed please find a copy of your management agreement.

At this time, we have set up your account with our company. We issue checks on the **date sent** of the month, when funds are available. If this date falls on the weekend, we issue checks the next business day. A check will accompany the statement unless we need funds to cover expenses.

Again, thank you for your management business. We look forward to working with you in the future and please contact us at any time if you have questions.

Sincerely,

«Unit_Property_Manager»
Property Manager

Enclosures



Disclosure of Lead-Based Paint

ATTACHMENT

The following is an addendum to the Rental Agreement for «Tenant_Legal_Tenants», at «Unit_Address», dated «Tenant_Lease_Start»:

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting housing built before 1978, property owners must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

Owner's Disclosure:

____ (Initial) Presence of lead-based paint and lead-based paint hazards, check one below:

Known lead-based paint and/or lead-based paint hazards are present in the housing. Explain:

Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

____ (Initial) Reports and records available to the owner, check one below:

Owner has provided the tenant with all available reports and records pertaining to lead-based paint and/or lead-based paint hazards in the housing. List the documents below:

Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant Acknowledgment:

____ (Initial) Tenant has received the pamphlet, *Protect Your Family from Lead in Your Home*.

____ (Initial) Tenant has received copies of the reports and records listed above

Agent's Acknowledgment:

____ (Initial) Agent has informed the owner of the owner's obligations under 42 U.S.C. 4852(d), and is aware of agent's responsibility to ensure compliance.

ATTORNEY FEES: In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Certification of Accuracy:

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate:

_____ Date	_____ Tenant	_____ Date	_____ Tenant
_____ Date	_____ Tenant	_____ Date	_____ Tenant
_____ Date	_____ Real Estate Services, Inc.	_____ Date	_____ Interpreter