



THE LANDLORDSOURCE FORMS, LETTERS, AND AGREEMENTS

FORMS DESCRIPTIONS AND EXCERPTS

Authored by Jean M. Storms, MPM®, RMP®

The LandlordSource Forms, Letters, and Agreements include 115 tenant documents and 35 owner documents, totaling 150 forms, letters, and agreements. Written in Microsoft Word®, all documents are in both a .doc and .docx format. They are located in the following file folders in the download: Tenant doc, Tenant docx, Owner doc, and Owner docx.

The majority of these documents contain the “fill-in” fields. These documents are “protected or restricted.” This enables to user to fill in fields quickly by tabbing from field to field. To work on these documents, you must unrestricted or unprotect them. If necessary, refer to the *LandlordSource PDF Product. Instructions*, included with the product for more information. The product instructions are also located at the LandlordSource customer center, <http://landlordsource.com/customer-center/>.

- Descriptions for Tenant Forms are located in this document on pages **1-7**
- Descriptions for Owner Forms are located in this document on pages **7-8**
- Excerpts from various forms are located in this document on pages **9-12**

Please note: If you purchased a previous version, the following charts denote the newer forms in **bright blue**.

INDEX - TENANT FORMS

Form #	New or Revised	Form title	Description
T1	REV	Application instructions	Detailed instructions/requirements for completing the application-to-rent
T2	REV	Application	2-page standard application-to-rent
T3	REV	Cosigner application	2-page application for cosigner
T4	NEW	Reasonable accommodation request	A form for handicapped tenants to use to request reasonable accommodations
T5	REV	Currently available	Computer fill-in form for current vacancy list to distribute; useful during showings
T6	REV	Coming available	Computer fill-in form for tenants on notice to distribute; useful during showings
T7	REV	Key checkout	Form to complete when giving a prospective applicant a key to see the property without an agent
T8	REV	Showing disclosure	Form for disclosing items to prospective tenants, such as a death, work to be completed, etc.
T9	REV	Application receipt	Receipt detailing costs of processing the application and asking for incomplete information. This is a requirement of some states,

such as California

Form #	New or Revised	Form title	Description
T10	REV	Verify applicant	2-page verification form to process an application and avoid writing all over the application, which many attorneys recommend. This provides an excellent record in the event there is a challenge to the decision of the application.
T11	REV	Application status	1-page form to collect processing information on an applicant for <u>multiple tenants</u> to review the progress and determine the outcome.
T12	REV	Verify income	1-page form to fax to an employer for employment verification
T13	REV	Verify tenant history	1-page form letter to fax to a landlord/manager for verification of rental history
T14	REV	Credit report request	Fill-in letter confirming a request for a credit report and putting the person requesting the report to contact the credit bureau for explanations
T15	REV	Accept application	Fill-in 1-page letter accepting an applicant and includes instructions for renting
T16	REV	Deny application	Fill-in 1-page letter denying a tenant application
T17	NEW	Reasonable accommodation response	This letter is used to respond to a request for reasonable accommodations for handicap Tenant
T18	REV	Offer to rent	1-page form to take a holding deposit until executing the lease
T19	REV	Complete renting	Formal notification to an applicant advising them what they must do to complete renting of the property
T20	REV	Mail agreements	If approved applicants are out of town, this letter gives them instructions on how to complete renting of the property.
T21	REV	Cancel rent offer	1-page notice to cancel the offer to rent because the approved applicant has not complied with the terms of renting the property
T22	REV	Refund application fee	Fill-in letter for returning a processing fee when appropriate
T23	REV	Lease agreement	Fill-in form: detailed 6-page lease agreement which reverts to month-to-month
T24	REV	Month-to-month agreement	Fill-in form: detailed 6-page rental agreement for month-to-month
T25	REV	Maintenance addendum	6-page addendum for a rental agreement outlining maintenance procedures and tenant responsibilities
T26	REV	Check in addendum	This is a detailed 3-page addendum for a rental agreement for walk-through
T27	REV	Lead-based disclosure	Required lead-based paint agreement for a property built prior to January 1, 1978.
T28	REV	Pet addendum	Addendum detailing authorized pets and the tenant's responsibilities for their pet

Form #	New or Revised	Form title	Description
T29	REV	Drug free addendum	Addendum detailing and emphasizing drug-free requirements.
T30	REV	Mold/mildew addendum	Addendum for a property that is subject to mold and mildew; it outlines items that a tenant is to do to prevent mold
T31	REV	Property disclosure	Addendum detailing any special disclosures such as a death in the property, etc.
T32	REV	Horse addendum	Addendum detailing the specifics of having a horse on the property
T33	REV	Cosigner addendum	Addendum when necessary for approved cosigner.
T34	REV	No smoking addendum	Addendum specifically detailing a no smoking policy in the property
T35	REV	Pool/spa/hot tub/sauna addendum	Addendum detailing requirements or rules for a pool/spa/hot tub in the property
T36	REV	Furniture inventory addendum	Inventory addendum for a furnished property for a rental agreement
T37	REV	Move in checklist addendum	Move in checklist to note condition
T38	REV	Cancel rental agreement	Agreement to cancel right after signing and before tenant occupies the property
T39	NEW	Fireplace / stove addendum	An agreement that outlines the use of fireplaces or wood burning stove by the tenant
T40	NEW	Storage addendum	An agreement outlining additional storage unit requirements
T41	NEW	Bed bug Addendum	A disclosure on preventative measures for tenants
T42	NEW	Caregiver agreement	An agreement that outlines specifics regarding a live-in caregiver
T43	NEW	Military addendum	An agreement outlining the specifics when military tenants require cancellation of the lease
T44	NEW	Service animal agreement	An agreement for handicapped tenants who require a service animal in the property
T45	NEW	RV / watercraft agreement	An agreement for specifics regarding RVs and watercraft
T46	NEW	Tenant waiver of insurance	An agreement used when the tenant does not agree to renter's insurance
T47	NEW	Marijuana agreement	An agreement for tenants to sign regarding the use of medical marijuana
T48	NEW	Child safety agreement	An agreement regarding safety issues for tenants who have minor children in the property
T49	NEW	Extended guest agreement	An agreement with tenants for guests visiting for long periods
T50	NEW	Non-renewal notice letter	A letter that notifies the tenant that the lease will not be renewed but will still be a month-to-month tenancy
T51	REV	Ach tenant form	Tenant authorization to transfer money out of their bank account

for rent

Form #	New or Revised	Form title	Description
T52	REV	Tenant welcome	Letter welcoming the new tenant and re-emphasize when rent is due and how to order maintenance
T53	REV	Tenant work order	This is a work order that a tenant can submit.
T54	REV	Work order (write in)	Work order to write in a tenant repair complaint
T55	REV	Work order (computer fill in)	Work order to fill in a tenant repair complaint directly on the computer.
T56	NEW	Service animal violation letter	Letter notifying tenant about violations regarding their service animals
T57	REV	Late fee letter	Letter putting the tenant on notice that the rent was late and a late fee is due
T58	REV	NSF letter	Letter for contacting the tenant formally when unable to contact them by telephone regarding NSF funds
T59	REV	Waive letter	Letting putting tenant on notice they have had an excellent payment record but that their rent was late. This waives the late fee 1 time only.
T60	REV	3rd party check	Letter notifying the tenant the management company received a 3rd party check and it is not acceptable
T61	REV	Noise warning notice	Letter putting the tenant on notice that they are making excessive noise and violating their rental agreement
T62	REV	Personal checks	Letter putting tenants on notice they have violated their rental agreement by disbursing non-sufficient funds; a personal check is not accepted
T63	REV	Eviction warning letter	Last ditch effort to coerce the tenant into paying rent after a notice to pay or quit has been served
T64	REV	Unauthorized resident	Letter regarding illegal resident
T65	REV	Unauthorized pet	Letter regarding illegal pet
T66	REV	Change terms	A formal letter notifying the tenant of a change in terms other than a rent increase
T67	REV	Letter of rent increase	A formal letter notifying the tenant of a rent increase
T68	REV	Tenant billing	Letter formally requesting a tenant to reimburse the owner for funds
T69	REV	Violent pet	Letter of demand that tenant remove a dangerous/violent pet
T70	REV	Pending work for lead-based paint	A letter detailing required information to the tenant for pending maintenance, which may have lead base paint, with a form for them to return
T71	REV	Request for survey appointment	Letter requesting a time to see the property and do a survey for the owner

Form #	New or Revised	Form title	Description
T72	REV	Property survey	Detailed survey report to send to the owner; form is completed at the property, then filled in on the computer to produce a readable and professional report
T73	REV	Office policy change	Letter making the tenant aware that the management company changed a policy that could affect them
T74	REV	No deductions letter	A letter to tenants after they have deducted an expense from their rent ; details expectations in the future
T75	REV	Pest control work letter	Letter confirming the request of the tenant for pest control work and outlines their responsibilities
T76	REV	Tenant complaint form	Form giving the tenant an opportunity to air their grievances
T77	REV	Rental agreement violation	Letter after a violation of the rental agreement has been noted; and requests resolution
T78	REV	Owner selling	Owner has decided to sell; letter confirms the intention and that the rental agreement remains in effect
T79	REV	Mold letter	Letter responding to a tenant complaint regarding mold in the property, and is under investigation
T80	REV	Request new information	Letter when new information is needed from the tenant
T81	REV	Smoke alarm check	Letter to the tenants requesting they test their smoke alarm, report if it is malfunctioning and a form verifying they have tested it to be returned to the Property Manager
T82	REV	Cable/TV/satellite letter	Letter instructing tenants on requirements for cable/TV/satellite installation
T83	REV	New management	Letter for new tenants informing them the company has taken over management of their residence
T84	REV	Tenant death	Letter to remaining tenants acknowledging the death of a tenant and requesting information/resolution
T85	REV	Tenant survey	Survey of tenant opinions whenever the management company feels it is appropriate
T86	REV	Partial tenant notice letter	Letter acknowledging that a tenant has given notice, but not all; requests information from the remaining tenants
T87	REV	Remove tenant addendum	Addendum to rental agreement for removal of a tenant from the residence
T88	REV	Remove pet addendum	Addendum to remove pet from rental agreement, but not to refund deposit
T89	REV	Add tenant addendum	Addendum to rental agreement for addition of a tenant to the property
T90	REV	Add pet addendum	Addendum to rental agreement for addition of a pet to the property

Form #	New or Revised	Form title	Description
T91	REV	No longer manage	Letter notifying residents the management company no longer manages the property for the owner.
T92	REV	Transfer security deposit	Transfer of security deposit from current management company to another party
T93	REV	Request new lease	Letter requesting the tenant sign a new lease
T94	REV	Lease renewal agreement	Addendum renewing a lease and also detailing any changes to the lease
T95	REV	Notice to pay or quit	Notice to pay or quit when rent is unpaid.
T96	REV	Notice of charges	Notice to pay charges such as late fees, non-sufficient fund fees, etc.
T97	REV	Notice of covenant	Notice to the tenant of violations to the rental agreement such as noise disturbance, lawn care, etc.
T98	REV	Notice of abandonment	Notice to post on the property informing the public and/or the tenants that the Property Manager and/or owner believe the property abandoned
T99	REV	Notice to enter dwelling	Notice to the tenants that Property Manager or Owner will enter the property at a designated time
T100	REV	Notice to vacate to tenant	Notice to vacate to tenants when such action is needed; and when tenants are on a month-to-month agreement or pending end of lease
T101	REV	Notice from tenant month-to-month	Form tenants fill out when they are on a month-to-month tenancy and want to vacate; advises them of obligations
T102	REV	Notice from tenant lease	A form tenants fill out when they are on a lease and want to vacate; advises them of the obligations to the lease
T103	REV	Release rental history	Form signed by tenants allowing the property management company to give out rental history and payments
T104	REV	Assign security deposit	Form for tenant's request that another tenant be given the full security deposit and authorizes it in writing
T105	REV	Acknowledge extension	Letter acknowledging extension of notice to or from tenant
T106	REV	Mortgage co verification	Letter to the mortgage company requesting tenant history and informing them there is a fee due
T107	REV	Move out instructions	3-page letter to tenant advising them what to do when vacating the property and detailing move-out requirements
T108	REV	Key return	Key receipt for when a tenant brings in the keys when vacating
T109	REV	Move out checklist	Checklist of details to perform when a tenant moves
T110	REV	Full security deposit refund letter	Letter thanking them for their excellent tenancy and issuing a full refund

Form #	New or Revised	Form title	Description
T111	REV	Partial security deposit refund letter	A letter detailing the partial security deposit refund and attaching bills to it
T112	REV	No refund security deposit letter	Letter detailing to the tenant why they are not receiving a security deposit refund and attaching bills to it
T113	REV	Second request for damages	Second request for funds due to the owner for damages after moving out.; before any further legal action taken
T114	REV	Security deposit settlement	This is agreement between owner and/or owner's representative and the former tenant regarding any security settlement dispute
T115	REV	Tenant recommendation	Form letter to give a written recommendation of a tenant

INDEX - OWNER FORMS

Form #	New or Revised	Form title	Description
L1	REV	Management inquiry letter	Letter to send for management inquiry
L2	REV	Management agreement	4-page management agreement between broker & owner
L3	REV	Thank you management letter	Thank you letter for a new management account
L4	REV	Owner Information sheet	General information sheet for owner file to track valuable information
L5	NEW	Property information form	The owner fills out this form and lists available information on the property
L6	REV	Lease only agreement	4-page agreement for lease-only, not on-going management
L7	REV	ACH owner authorization	Form to complete authorization by the owner to transfer funds directly into their bank account
L8	REV	Request owner funds letter	Letter requesting funds from an owner for their account
L9	REV	Request owner insurance letter	Letter requesting insurance from an owner for their property
L10	REV	W-9 follow-up request letter	Letter requesting completions of a W-9 form from an owner for their account
L11	REV	Authorize repair letter	A general letter requesting repairs and funds from an owner for their property
L12	REV	Request renewal letter	Letter informing an owner of an increase to their management fee
L13	REV	Management fee increase letter	Letter requesting funds from an owner for their account
L14	REV	Property rented letter	Letter informing an owner that the property has been successfully rented; details funds, lease, etc.

Form #	New or Revised	Form title	Description
L15	REV	Tenant notice letter	Letter to the owner that a tenant has given a notice to vacate and detailing the steps that will be taken
L16	REV	Change policy letter	Letter making an owner aware that there is a change of policy with management company
L17	REV	Client survey form	Survey for owners to complete to monitor customer satisfaction and make
L18	REV	Mold report letter	Letter notifies the owner that their tenant submitted a mold complaint and action is required immediately.
L19	NEW	Request for reasonable accommodation letter	Letter making notifying an owner of a request for reasonable accommodation by a handicapped applicant or tenant
L20	NEW	Notification of bed bugs letter	Letter notifying an owner of a bed bug problem in their property and steps for correction
L21	NEW	Untimely death letter	Letter notifying an owner of a tenant death in their property
L22	NEW	Asbestos notice letter	Letter notifying and owner of repairs necessary when there is asbestos involved
L23	NEW	Fair Housing letter	Letter notifying an owner that they are violating Fair Housing and the company will not mange under this condition
L24	NEW	Hoarding letter	Letter notifying an owner that the tenant has a hoarding problem and that it must be resolved
L25	NEW	Military service letter	Letter notifying an owner that due to military orders, it is necessary to cancel the tenant's lease
L26	NEW	Habitability letter	Letter notifying the owner that due to a lack of action, they have created a serious problem with habitability
L27	NEW	Fire prevention letter	Letter notifying an owner that necessary fire prevention steps must be taken
L28	REV	Transfer security deposit	Letter transferring the security deposit to owner at their request
L29	REV	Full lease payment	Letter puts the owner on notice that a prospective applicant/tenant wants to pay the entire amount of the lease, and there could be tax consequences
L30	REV	Year-end policy	Letter that outlines the ending year information and what an owner should expect and what responsibility they bear
L31	REV	Annual property survey	Letter accompanies an annual survey report of their property and the status of the maintenance.
L32	REV	Lead-based paint letter	A letter to accompany form for owner to sign for lead-based paint disclosure

Form #	New or Revised	Form title	Description
L33	REV	Lead-based paint work letter	Letter notifying owner of work needed that requires vendor qualified for lead-based work and seeks authorization
L34	REV	Terminate management letter	Letter notifying an owner of termination of management
L35	REV	Close account letter	Final letter for ending management/transferring funds

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### RENTAL APPLICATION EXCERPT

|                  |  |                             |  |        |  |
|------------------|--|-----------------------------|--|--------|--|
| NAME             |  |                             |  |        |  |
| Home #           |  | Work #                      |  | Cell # |  |
| Property to rent |  |                             |  |        |  |
| Application date |  | Date you want rent to begin |  |        |  |

**To apply, the following is required:**

- Each person, 18 years of age and over, must fill out a complete Real Estate Services, Inc. (RES) application.
- RES supports Fair Housing Laws and is an Equal Opportunity Employer.
- Applicants must have current identification in the form of driver's license, state ID, military ID, or passport.
- Note: properties cannot be held for long periods of time
- Applicant is required to fill out both pages and sign the second page.
- A \$00.00 application/processing fee in cashier's check or money order must accompany this application
- An application/processing fee is required to process applications, no exceptions
- RES reviews income, credit, rental, or home ownership to qualify applicants – please read the RES Application Instructions. If you do not have a copy of the Application Instructions, please ask RES for one.
- Applicants must list all intended residents below.
- RES requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact RES to find out if this property can have animals/pets.
- If the owner allows animals/pets in the property, there is an increase in the security deposit of \$000 per pet/animal.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at RES.
- RES generally processes applications in 3-5 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.
- **RES and/or the owner must approve all pets, and if the owner allows a pet, an increase to the deposit is required for each pet.**
- **An increase in deposit, determined by the owner of the property, is required for animals, whether they are considered an "inside or outside" animal by the applicant. To find out what pets are acceptable for the property desired, inquire at the RES office**
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

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EXTENSION OF NOTICE TO VACATE EXCERPT

September 30, 2015

Name
Address
State City Zip

Re: Extension of notice to vacate

Dear Salutation:

This is in response to your request for an extension of your notice to move from original date of move out to new date of move out. The extension is acceptable as long you meet the following requirements:

- The rent must be paid in full until date of vacancy and the new amount due until that time is \$amount.
- You will need to have the property completely empty and ready for inspection by the new date of new date.
- You will need to schedule your walk-through for the new date of new date as soon as possible and at least one week prior to vacancy. If you have previously scheduled a walk-through, please call for a new appointment as soon as possible
- The details of how to prepare the property are the same as in the letter we sent to you dated date 30 day letter was sent, with the exception of the move out date and rent due.

Thank you for keeping us informed regarding your move. If you have any questions,



PROPERTY RENTED EXCERPT

Name
Address
City, State, Zipcode

Re: Property Rented

Dear Personal Name:

We are happy to inform you that your property at Property Address has rented to tenants who meet our qualifying standards.

They, he or she moved in on date of move in with a monthly rent of \$amount of rent and a security deposit of \$amount of security deposit. They are on a length of lease and have pets or no pets.

Their funds apply as follows:

First Month's Rent	\$rent	date	To	date	Paid
Security Deposit	\$amount				Paid
Prorated Rent	\$amount	date	To	date	paid or due

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**PET ADDENDUM EXCERPT**

**Your Logo**

**PET ADDENDUM**

**ATTACHMENT #**

The following is the Pet Agreement for the Rental Agreement dated date of agreement, for the Tenant(s), all names of tenants, for the property at complete property 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:

| 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

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NEW MANAGEMENT EXCERPT

Name
Address
City, State, Zipcode

Re: (Company Name) Management Services

Dear Salutation:

Thank you for calling our office regarding our property management services. Enclosed please find the (Company Name) Management Package, which includes our company brochure, our fee structure, a sample management contract, sample rental agreement, and list other components of package. I think you will find this information self-explanatory, but if you have further questions, I will be happy to discuss them with you.

Our strongest emphasis is procuring well-qualified tenants, keeping well-maintained properties, and sending proper notifications to owners. Once this is accomplished, management becomes a pleasant experience for owner/investors, tenants, and (company name).

All applicants for our properties must complete a detailed application that provides for

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**UNAUTHORIZED PET EXCERPT**  
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Name
Address
City State Zip

Re: Unauthorized pet or pets

Dear Salutation:

It has come to our attention that you have another or a pet in your residence. Your rental agreement specifically states that you are list terms within the rental agreement regarding pets or no pets. If you cannot find your rental agreement, you are welcome to visit our office to obtain a copy to clarify the terms regarding a pet.

Violating your rental agreement can affect your tenant history and possibly create a notice requiring you to move. Please contact our office to discuss this matter by date required.