



Miscellaneous Forms

This packet contains miscellaneous forms in no particular order for your use. You may find some of these forms helpful. None of these forms are mandatory and all are provided for your convenience. Your client(s) may need to seek the advice of an attorney before using some of the forms. Please inform your clients that we are not lawyers and do not give legal advice.

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PROPERTY REHABILITATION ANALYSIS

Property Address _____
 Owner's Name _____
 Telephone Number (Home) _____ (Work) _____
 Age of Property _____
 Listing Broker _____
 Existing Loans And Status _____
 Insured By _____ Amount _____

REHABILITATION NEEDED AND ESTIMATED COSTS

A. Rehabilitation Period Costs

Architect	
Legal Fees	
Accounting Fees	
Advertising	
Insurance	
Loan Fees	
Loan Interest	
Permits And Fees	
Real Estate Taxes	
Other	
Contingency	
Subtotal: Rehabilitation Period Costs	

B. Interior

Kitchen Appliances	
Stove	
Refrigerator	
Dishwasher	
Washer/Dryer	
Cabinets	
Microwave	
Other	
Total Appliances:	
Master Bedroom	
Bedroom Two	
Bedroom Three	
Bedroom Four	
Bathroom One	
Bathroom Two	
Den	
Family Room	
Halls	
Floors	
Elevator	
Water Heater	
Water Softener	
Boiler	
Air Conditioning/Ventilation	
Heating System	
Electrical	

PROPERTY REHABILITATION ANALYSIS (Continued)

Plumbing	_____	
Fire Protection System	_____	
Furniture/Fixtures	_____	
Other	_____	
Contingency	_____	
Subtotal: Interior		_____
C. Exterior		
Roof	_____	
Windows	_____	
Doors	_____	
Walls	_____	
Trim	_____	
Garage	_____	
Chimney	_____	
Yard	_____	
Landscaping	_____	
Well	_____	
Septic Tank	_____	
Sprinkler System	_____	
Driveway	_____	
Walkways	_____	
Porch	_____	
Fence	_____	
Steps	_____	
Pool/Pool Equipment	_____	
Light/Light Fixtures	_____	
Other	_____	
Contingency	_____	
Subtotal: Exterior		_____
D. Amount Invested		
First Mortgage	_____	
Second Mortgage	_____	
Third Mortgage	_____	
Other Liens	_____	
Back Payments	_____	
Back Taxes	_____	
Closing Costs	_____	
Estimated Costs to Sell	_____	
Other	_____	
Subtotal: Amount Invested		_____
TOTAL COSTS EXCLUDING SELLER'S EQUITY (A+B+C+D)		_____
<hr/>		
Estimated Selling Price Based On Comparisons		_____
Less Amount Invested (Total Costs Excluding Sellers Equity)		_____
Profit Before Cash Or Notes to Seller For Equity		_____
Less Cash Or Notes To Seller		_____
Estimated Gross Profit		_____

MARKET SALES ANALYSIS

SUBJECT PROPERTY

ADDRESS	ROOMS	BDRMS	BATHS	GAR	AGE	STYLE	SQ FT	CONSTRUCTION	AMENITIES	REMARKS

PROPERTIES ON MARKET

ADDRESS	ROOMS	BDRMS	BATHS	GAR	AGE	STYLE	SQ FT	CONSTRUCTION	AMENITIES	LIST PRICE	DAYS ON MKT	REMARKS

PROPERTIES SOLD

ADDRESS	ROOMS	BDRMS	BATHS	GAR	AGE	STYLE	SQ FT	CONSTRUCTION	AMENITIES	LIST PRICE	DAYS ON MKT	SALE DATE	SALE PRICE

PROPERTIES EXPIRED/CANCELLED

ADDRESS	ROOMS	BDRMS	BATHS	GAR	AGE	STYLE	SQ FT	CONSTRUCTION	AMENITIES	LIST PRICE	DAYS ON MKT	REMARKS

Recommended Price Range \$ _____

COMMENTS:

Average of Sold Properties \$ _____

Average of Properties on Market \$ _____

Average of Properties Expired/Cancelled \$ _____

WEEKLY PRIORITY SCHEDULE

WEEK BEGINNING _____

WEEK ENDING _____

MONDAY _____

AM _____

PM _____

TUESDAY _____

AM _____

PM _____

WEDNESDAY _____

AM _____

PM _____

THURSDAY _____

AM _____

PM _____

FRIDAY _____

AM _____

PM _____

SATURDAY _____

AM _____

PM _____

SUNDAY _____

AM _____

PM _____

WEEKLY PLANNER

WEEK BEGINNING _____ THROUGH _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00							
9:15							
9:30							
9:45							
10:00							
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8:45							
9:00							

SELLER INFORMATION FORM

Seller: Good Flexible
 Rejected Inflexible

Source or Lead: _____

Property Address: _____

Date: _____

Phone: _____

1. Seller's Name _____

2. Property

A. Size (sq. ft.) _____

B. Total Rooms _____

C. Layout _____ Bedrooms _____ Baths: Full _____ Half _____

D. Lot Size _____

E. Garage _____ Size _____

F. Special Features _____

G. Appliances, etc. _____

3. Price: \$ _____

4. Existing Financing

A. Assumable _____

B. Lender _____ Amount \$ _____

C. Payment: Current _____ Amount \$ _____

5. Will seller assist financing? _____ Cash needed? _____

6. How long on market? _____

7. How long owned? _____

8. Why selling? _____

9. Like most? _____ Like least? _____

10. Renters in neighborhood? _____ Rent rates? _____

11. Lease / Option? _____

12. Cash Deal, Quick Close Price \$ _____

13. Broker Involved:

Name: _____ Phone: _____

Background: _____

Could manage? _____

Rental Value \$ _____ Vacancy Rate _____

Any other good investment properties? _____

AFFIDAVIT AND MEMORANDUM OF AGREEMENT

State of _____
County of _____

BEFORE ME, the undersigned authority, on this day personally appeared _____, who being first duly sworn, deposes and says that:

1. An agreement for (Purchase or Sale, Lease-Option or Contract for Deed) of the real property described in Exhibit A was entered into by and between the affiant as (buyer or seller, optionor or optionee, lessor or leasee) on the _____ day of (mo.) _____, (yr.) _____.
2. If it is a sale or purchase, the closing of the purchase (or sale) of the said real property, per the terms of the Agreement, is to take place on or before the _____ day of (mo.) _____, (yr.) _____.

Dated this _____ day of (mo.) _____, (yr.) _____.
Tax Code Number _____.

FURTHER AFFIANT SAYETH NOT.

Signed, sealed and delivered in the presence of:

WITNESS _____ AFFIANT _____

WITNESS _____

Sworn to and described before me this _____ day of (mo.) _____, (yr.) _____.

(Seal)

NOTARY PUBLIC
STATE OF _____
My commission expires _____

This instrument was prepared by:

BILL OF SALE

Seller, _____, of _____, in consideration of _____ dollars, receipt whereof is hereby acknowledged, does hereby sell, assign, transfer, and set over to Buyer, _____, of _____, the following described personal property, to-wit:

Seller hereby represents and warrants to Buyer that Seller is the absolute owner of said property, that said property is free and clear of all liens, charges, and encumbrances, and that Seller has full right, power, and authority to sell said personal property and to make this bill of sale. All warranties of quality, fitness, and merchantability are hereby excluded.

If this bill of sale is signed by more than one person, all persons so signing shall be jointly and severally bound hereby.

IN WITNESS WHEREOF, Seller has signed and sealed this bill of sale at _____ this _____ day of (mo.) _____, (yr.) _____.

_____ [SEAL]

_____ [SEAL]

ATTORNEY APPROVAL

It is further agreed by and between the parties hereto as follows: That their respective attorneys may approve and make modifications, other than price and dates, mutually acceptable to the parties. Approval will not be unreasonably withheld but, if within three (3) business days after the date of this contract it becomes evident agreement cannot be reached by parties hereto, and written notice thereof is given to either party within the time specified, then this contract shall become null and void, and all the monies paid by the Buyer shall be refunded.

IN THE ABSENCE OF WRITTEN NOTICE WITHIN THE TIME SPECIFIED HEREIN; THIS PROVISION SHALL BE DEEMED WAIVED BY ALL PARTIES HERETO AND THIS CONTRACT SHALL BE IN FULL FORCE AND EFFECT.

Buyer's Initials _____

Seller's Initials _____

Buyer's Initials _____

Seller's Initials _____

Date _____

Date _____

QUIT CLAIM DEED

THE GRANTOR, _____ of _____,
City of _____, County of _____,
State of _____, for the consideration of _____

CONVEY _____ and QUIT CLAIM _____ to _____
of _____, City of _____, County of _____
State of _____, all interest in the following described real estate
situated in the County of _____, in the State of _____, to wit:

Dated this _____ day of (mo.) _____, (yr.) _____.

Grantor's Signature

Type or Print Name

Grantor's Signature

Type or Print Name

STATE OF _____
COUNTY OF _____

I, _____, Notary Public in and for the state of _____,
do hereby certify that on this _____ day of (mo.) _____,
(yr.) _____, personally appeared before me _____
known to be the individual described in and who executed the within instrument and
acknowledged that _____ signed the same as _____
free and voluntary act and deed for the uses and purposes herein mentioned.

Given under my hand and official seal this _____ day of (mo.) _____,
(yr.) _____. Commission expires (mo./day) _____, (yr.) _____.

Notary Public

MONTH-TO-MONTH RENTAL AGREEMENT

Date: (mo./day) _____, (yr.) _____

RECEIPT IS HEREBY ACKNOWLEDGED by _____ hereinafter called Management, from _____ hereinafter called Resident, the sum of \$ _____ for the first month's rent of the premises owned by said Management and located at _____ hereinafter called premises, said premises the Management hereby agrees to rent to said Resident on a month-to-month basis at a rental of \$ _____ per month, payable in advance on the _____ day of each and every succeeding calendar month.

In considered hereof and of the use or occupancy of the said premises, Resident agrees:

1. To maintain said premises in a clean, orderly, and law abiding manner and to keep the yards thereof free of weeds, debris, and/or material that may become unsightly or a detriment to the appearance of said premises. Management shall have the right to enter and inspect said premises at any and all reasonable times.
2. No alterations or redecorating of any kind to the dwelling shall be made without the prior written consent of Management.
3. To pay for all utility service furnished to the property.
4. To pay the cost of all repairs for any damage done to said premises and the cost of any cleaning up of said premises which Management may consider necessary.
5. No birds, animals, or other pets shall be kept on the premises without the knowledge and written consent from Management; any consent, so given may be withdrawn, if, in the opinion of Management, such bird, animal, or other pet constitutes a nuisance, causes complaint from neighbors, or adversely affects the normal maintenance of the property.
6. Not to let or sublet the whole or any part of the premises to anyone for any purpose whatsoever without prior written permission from Management, and the number of persons to occupy said premises shall not exceed _____ without written permission from Management.
7. To give thirty days written notice by registered mail to Management prior to vacating said premises and to permit prospective tenants the opportunity of reasonable inspection.
8. To clean up said premises upon vacating and restore said premises to the same condition they are now in, reasonable wear and tear and damage by the elements excepted.
9. That the violation of any of the covenants of this agreement or the nonpayment of any rent due and unpaid shall be sufficient cause for eviction from said premises upon three (3) days written notice thereof by registered mail or by personal service. If suit be brought to collect rent or damages, to cause eviction from said premises, or to collect the costs of repairs to or cleaning of said premises, Resident agrees to pay all costs of such action, including reasonable attorney fees as may be fixed by the Court. No waiver by Management at any time of any of the terms of this agreement shall be deemed as a subsequent waiver of the same, nor of the strict and prompt performance thereof by the Resident.
10. All rent shall be paid at the office of _____, or any other place designated by Management. Each party hereto acknowledges receipt of a copy of this agreement.

_____ Management	Signed	_____ Resident
By _____	Signed	_____ Resident

RESIDENTIAL LEASE/RENTAL AGREEMENT

This agreement made this ____ day of (mo.) _____ (yr.) _____, is between _____ (hereinafter called Management) and _____ (hereinafter called Resident). Management leases to Resident, and Resident rents from Management, residential unit located at _____ (hereafter called premises), under the following conditions:

- TERM:** 1. The initial term of this lease shall be _____, beginning (mo./day) _____ (yr.) _____ and ending Noon, (mo./day) _____ (yr.) _____.
- POSSESSION:** 2. If there is a delay in delivery of possession by Management, rent shall be abated on a daily basis until possession is granted. If possession is not granted within seven (7) days after the beginning day of initial term, then Resident may void this agreement and have full refund of any deposit. Management shall not be liable for damages for delay in possession.
- RENT:** 3. Rent is payable monthly, in advance, at a rate of _____ dollars (\$ _____), per month, during the term of this agreement on the first day of each month at the office of Management or at such other place Management may designate. Tenant agrees to pay \$20 for each dishonored check.
- RENT DISCOUNT:** 4. Time is of the essence of this agreement. If the rent is accepted before the close of the business day, on the 4th of each month the rate will be _____ dollars (\$ _____), any returned check will be considered as unpaid rent and not subject to discount.
- EVICITION:** 5. If the rent called for in paragraph 3 hereof has not been paid by the fifteenth (15th) of the month, then Management shall automatically and immediately have the right to take out a Dispossessory Warrant and have Resident, his/her family and possessions evicted from the premises.
- INDEMNIFICATION DEPOSIT:** 6. Management acknowledges receipt of _____ dollars (\$ _____), as a deposit to indemnify owner against damage to the property and for Resident's fulfillment of the conditions of this agreement. Deposit will be returned to Resident less a \$50 carpet cleaning charge, thirty (30) days after the residence is vacated if:
- (a) Lease term has expired or agreement has been terminated by both parties; and
 - (b) All monies due Management by Resident have been paid; and
 - (c) Residence is not damaged and is left in its original condition, normal wear and tear expected, and
 - (d) Management is in receipt of copy of paid final bills on all utilities (includes gas, electric, water, garbage, and telephone).
 - (e) Deposit will not be returned if Resident leaves before lease time is completed. Deposit may be applied by Management to satisfy all or part of Resident's obligations and such act shall not prevent Management from claiming damages in excess of the deposit. Resident may not apply the deposit to any of the rent payment.
- RENEWAL TERM:** 7. It is the intent of both parties that this lease is for a period of _____ months and that the last month's rent will apply only to the last month of the lease period. Should this lease be breached by the Resident, both the last month's rent and the indemnification deposit shall be forfeited as liquidated damages and the Resident will owe rent through the last day of occupancy.
- SUBLET:** 8. Resident may not sublet residence or assign this lease without written consent of Management.
- CREDIT APPLICATION:** 9. Management having received and reviewed a credit application filled out by Resident, and Management having relied upon the representations and statements made therein as being true and correct, has agreed to enter into this rental agreement with Resident. Resident and Management agree the credit application the Resident filled out when making application to rent said residence is hereby incorporated by reference and made a part of this rental agreement. Resident further agrees if he/she has falsified any statement on said application, Management has the right to terminate rental agreement immediately, and further agrees Management shall be entitled to keep any security deposit and any prepaid rent as liquidated damages. Resident further agrees, in event Management exercises its option to terminate rental agreement, Resident will remove him or herself, his/her family, and possessions from the premises within 24 hours of notification from Management of the termination of his lease. Resident further agrees to indemnify Management for any damages to property of Management including, but limited to, the cost of making residence suitable for renting to another Resident, and waives any right of "set off" for the security deposit and prepaid rent which was forfeited as liquidated damages.
- FIRE AND CASUALTY:** 10. If residence becomes uninhabitable by reason of fire, explosion, or by other casualty, Management may, at its option, terminate rental agreement or repair damages within 30 days. If Management does not do repairs within this time or if building is fully destroyed, the rental agreement hereby created is terminated. If Management elects to repair damage, rent shall be abated and prorated from the date of the fire, explosion, or other casualty to the date of reoccupancy, providing during repairs, Resident has vacated and removed Resident's possessions as required by Management. The date of reoccupancy shall be the date of notice that residence is ready for reoccupancy.
- HOLD OVER:** 11. Resident shall deliver possession of residence in good order and repair to Management upon termination or expiration of this agreement.
- RIGHT OF ACCESS:** 12. Management shall have the right of access to residence for inspection and repair or maintenance during reasonable hours. In case of emergency, Management may enter at any time to protect life and prevent damage to the property.
- USE:** 13. Residence shall be used for residential purposes only and shall be occupied only by the persons named in Resident's application to lease. The presence of an individual residing on the premises who is not a signator on the rental agreement will be sufficient grounds for termination of this agreement. Residence shall be used so as to comply with state, county, and municipal laws and ordinances. Resident shall not use residence or permit it to be used for any disorderly or unlawful purpose or in any manner so as to interfere with other Resident's quiet enjoyment of their residence.
- PROPERTY LOSS:** 14. Management shall not be liable for damage to Resident's property for any type for any reason or cause whatsoever, except where such is due to Management's gross negligence. Resident acknowledges that he/she is aware that he/she is responsible for obtaining any desired insurance for fire, theft, liability, etc. on personal possessions, family, and guests.
- PETS:** 15. Animals, birds, or pets of any kind shall not be permitted inside the residential unit at any time unless the prior written approval of Management has been obtained.

- INDEMNIFICATION:** 16. Resident releases Management from liability for and agrees to indemnify Management against losses, incurred by Management as a result of (a) Resident's failure to fulfill any condition of this agreement; (b) any damage or injury happening in or about residence or premises to Resident's invitees or licensees or such person's property; (c) Resident's failure to comply with any requirements imposed by any governmental authority; and (d) any judgement, lien, or other encumbrance filed against residence as a result of Resident's action.
- FAILURE OF MANAGEMENT TO ACT:** 17. Failure of Management to insist upon compliance with the terms of this agreement shall not constitute a waiver of any violation.
- REMEDIES CUMULATIVE:** 18. All remedies under this agreement or by law or equity shall be cumulative. If a suit for any breach of this agreement establishes a breach by Resident shall pay to Management all expenses incurred in connection therewith.
- NOTICES:** 19. Any notice required by this agreement shall be in writing and shall be delivered personally or mailed by registered or certified mail.
- REPAIRS:** 20. Management will make necessary repairs to the exterior with reasonable promptness after receipt of written notice from Resident. Resident shall make all necessary repairs to interior and keep premises in a safe, clean, and sanitary condition. Resident shall make contact with all repair or service people and will be responsible for paying the first \$25 of any charge. Resident may not remodel or paint or structurally change, nor remove any fixture therefrom without written permission from Management.
- ABANDONMENT:** 21. If Resident removes or attempts to remove property from the premises other than in the usual course of continuing occupancy, without having first paid Management all monies due, residence may be considered abandoned, and Management shall have the right without notice, to store or dispose of any property remaining on the premises by Resident. Management shall also have the right to store or dispose of any of Resident's property remaining on the premises after the termination of this agreement. Any such property shall be considered Management's property and the title thereto shall vest in Management.
- MORTGAGEE'S RIGHTS:** 22. Resident's rights under this lease shall at all times be automatically junior and subject to any deed to secure debt which is now or shall hereafter be placed on premises of which residence is part; if requested, Resident shall execute promptly any certificate that Management may request to specifically implement the subordination of this paragraph.
- RULES AND REGULATIONS:** 23. (a) Signs: Resident shall not display any signs, exterior lights, or markings. No awnings or other projections shall be attached to the outside of the building.
 (b) Locks: Resident is prohibited from adding locks to, changing, or in any way altering locks installed on the doors. All keys must be returned to Management of the premises upon termination of the occupancy.
 (c) Entrances, walks, lawns, and driveways shall not be obstructed or used for any purpose other than ingress and egress.
 (d) Radio or television aerials shall not be placed or erected on the roof or exterior.
 (e) Parking: Non-operative vehicles are not permitted on premises. Any such non-operative vehicle may be removed by Management at the expense of Resident owning same, for storage or public or private sale, at Management's option, and Resident owning same shall have no right of recourse against Management therefor.
 (f) Storage: No goods or materials of any kind or description which are combustible or would increase fire risk or shall in any way increase the fire insurance rate with respect to the premises or any law or regulation, may be taken or placed in a storage area or the residence itself. Storage in all such areas shall be at Resident's risk and Management shall not be responsible for any loss or damage.
 (g) Walls: no nails, screws, or adhesive hangers except standard picture hooks, shade brackets, and curtain rod brackets may be placed in walls, woodwork, or any part of residence.
 (h) Guest: Resident shall be responsible and liable for the conduct of his/her guests. Act of guests in violation of this agreement or Management's rules and regulation may be deemed by Management to be a breach by Resident. No guest may stay longer than 10 days without permission of Management: otherwise a \$10 per day guest charge will be due Management.
 (i) Noise: All radios, television sets, phonographs, etc. must be turned down to a level of sound that does not annoy or interfere with neighbors.
 (j) Resident shall maintain his/her own yard and shrubbery and furnish his/her own garbage can.
 (k) Resident's Guide: Management reserves the right at any time to prescribe such additional rules and make such changes to the rules and regulations set forth and referred to above, as Management shall, in its judgement, determine to be necessary for the safety, care, and cleanliness of the premises, for the preservation of good order or for the comfort or benefit of Residents generally.
- ENTIRE AGREEMENT:** 24. This agreement and any attached addendum constitute the entire agreement between the parties and no oral statements shall be binding. It is the intention of the parties herein that if any part of this rental agreement is invalid, for any reason, such invalidity shall not void the remainder of the rental agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed in person the day and year first above written.

 MANAGEMENT

 RESIDENT(S)

NUMBER OF RESIDENTS LIVING WITHIN THE PREMISES: _____

RESIDENTIAL LEASE WITH OPTION TO PURCHASE

THIS AGREEMENT made and entered into on this _____ day of (mo.) _____ (yr.) _____ by and between _____ hereinafter called Lessor and _____ and/or assigns, hereinafter called Lessee: The Lessor, for and in consideration of the sum of _____ dollars in hand paid by the Lessee, receipt of which is hereby acknowledged, hereby leases to Lessee, his/her heirs or assignees, the premises situated in the City of _____ County of _____ State of _____, legally described as _____

(If the legal description is not included at the time of execution, it may be attached to and incorporated herein afterward.)

(Street Address: _____) and consisting of _____ upon the following TERMS and CONDITIONS:

1. Personal Property: Said lease shall include the following personal property: _____

2. Term: The term hereof shall commence on (mo./day) _____, (yr.) _____, and continue for a period of _____ months thereafter.

3. Rent: Rent shall be \$ _____ per month, payable in advance, upon the first day of each calendar month to Lessor or his/her authorized agent at the following address: _____ or at such other places as may be designated by Lessor from time to time. In the event rent is not paid within five (5) days after due date, Lessee agrees to pay a late charge of \$ _____ plus interest at _____ % per annum on the delinquent amount.

4. Utilities: Lessee shall be responsible for the payment of all utilities and services except _____ which shall be paid by the Lessor.

5. Use: The premises shall be used as a residence and for no other purpose without prior written consent of Lessor.

6. House Rules: In the event that the premises are in a building containing more than one unit, Lessee agrees to abide by any and all house rules, whether promulgated before or after the execution hereof, including, but not limited to, rules with respect to noise, odors, disposal of refuse, pets, parking, and use of common areas.

7. Assignment And Subletting: Lessee may assign this agreement or sublet any portion of the premises without prior written consent of the Lessor.

8. Maintenance, Repairs, Or Alterations: Lessee shall maintain the premises in a clean and sanitary manner including all equipment, appliances, furniture and furnishings therein, and shall surrender the same at termination thereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for damages caused by his/her negligence and that of his/her family, or invitees or guests. Lessee shall maintain any surrounding grounds, including lawns and shrubbery, and keep the same clear of rubbish and weeds, if such grounds are part of the premises and are exclusively for use of the Lessee.

9. Entry and Inspection: Lessee shall permit Lessor or Lessor's agents to enter the premises at reasonable times and upon reasonable notice for the purpose of inspecting the premises or for making necessary repairs.

10. Possession: If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby nor shall this agreement be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this agreement if possession is not delivered within _____ days of the commencement of the term hereof.

11. Security/Option Consideration: The security deposit of \$ _____ shall secure the performance of the Lessee's obligations hereunder. Lessor may, but shall not be obligated to, apply all or portions of said deposit on account of Lessee's obligations hereunder. Any balance remaining upon termination shall be returned to Lessee.

12. Deposit Funds: Any returnable deposits shall be refunded within fifteen (15) days from the date possession is delivered to Lessor or his/her authorized agent.

13. Attorney Fees: The prevailing party shall be entitled to all costs incurred in connection with any legal action brought by either party to enforce the terms hereof or relating to the demised premises, including reasonable attorneys' fees.

14. Notices: Any notice which either party may or is required to give may be given by mailing the same, postage prepaid, to Lessee or at such other places as may be designated by the parties from time to time.

15. Heirs, Assigns, Successors: This lease and option shall include and insure to and bind the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

16. Time: Time is of the essence of this agreement. This offer shall terminate if not accepted before (mo./day) _____ (yr.) _____.

17. Holding Over: Any holding over after expiration of the term of this lease, with the consent of the Lessor, shall be construed as a month-to-month tenancy in accordance with the terms hereof, as applicable.

18. Default: If Lessee shall fail to pay rent when due or perform any term hereof after not less than three (3) days written notice of such default given in the manner required by law, the Lessor at his/her option may terminate all rights of the Lessee hereunder, unless Lessee, within said time, shall cure such default. If Lessee abandons or vacates the property while in default of payment of rent, Lessor may consider any property left on premises to be abandoned and may dispose of the same in any manner allowed by law. In the event the lessor reasonably believes that such abandoned property has no value, it may be discarded.

19. Option: Lessee shall have the option to purchase the leased premises described herein upon the following TERMS and CONDITIONS:

- a. The total purchase price shall be \$ _____ (_____ dollars)
- b. The purchase price shall be paid as follows:

20. Encumbrances: Lessee shall take title to the property subject to: 1) Real Estate Taxes not yet due and 2) Covenants, conditions, restrictions, reservations, rights, rights of way, and easements of record, if any.

21. Examination of Title: Lessee shall have fifteen (15) days from the date of receipt of title report to examine the title to the property and to report, in writing, any valid objections thereto. Any exceptions to the title which would be disclosed by examination of the records shall be deemed to have been accepted unless reported in writing within said fifteen (15) days. If Lessee objects to any exceptions to the title, Lessor shall use all due diligence to remove such exceptions at his/her own expense within sixty (60) days thereafter. But if such exceptions cannot be removed within the sixty (60) days allowed, all rights and obligations hereunder may, at the election of the Lessee, terminate and end unless he/she elects to purchase the property subject to such exceptions.

22. Evidence Of Title: Lessor shall provide evidence of Title in the form of a policy of title insurance at Lessor's expense.

23. Bill Of Sale: The personal property identified in paragraph _____ shall be conveyed by bill of sale.

24. Closing: Closing shall be within _____ days from exercise of the option unless otherwise extended by other terms of this agreement.

25. Prorations: Tax and insurance escrow account, if any, to be transferred intact to Lessee with no prorations. Interest and other expenses of the property to be prorated as of the date of closing. Unpaid real estate taxes, security deposits, advance rentals, or considerations involving future lease credits shall be credited to the Lessee.

26. Expiration Of Option: This option may be exercised at any time prior to its expiration at midnight (*mo./day*) _____, (*yr.*) _____. Upon expiration, Lessor shall be released from all obligations hereunder and all of Lessee's rights hereunder, legal or equitable, shall cease.

27. Exercise Of Option: The option shall be exercised by mailing or delivering written notice to the Lessor prior to the expiration of this option. Notice, if mailed, shall be by certified mail, postage prepaid, to the Lessor at the address set forth below, and shall be deemed to have been given upon the day shown on the postmark of the envelope in which such notice is mailed. In the event the option is exercised, _____ percent of the rent paid hereunder, as well as any security deposit paid, prior to the exercise of the option shall be credited upon the purchase price.

28. Right To Sell: Lessor warrants to Lessee that Lessor is the legal owner of the leased premises and has the legal right to sell leased premises under the terms and conditions of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

LESSEE

LESSOR

LESSEE

LESSOR

ADDRESS

ADDRESS

EXTENSION OF LEASE

Managing Agent Or Landlord _____

Address _____

Phone _____

Premises _____

Resident _____

Resident _____

Date Of Existing Lease _____

Beginning _____

Ending _____

1. The above-described lease, due to expire on _____, is hereby renewed for a term of _____, beginning _____ and ending _____.
2. All terms, provisions, and covenants of the above described lease shall remain in full force for the duration of the extended term, except as noted.
3. In connection with this renewal, the rent, payable monthly, shall be \$ _____ per month, making a total rental of \$ _____ payable under this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

Landlord/Managing Agent

Resident

Resident

Dated this _____ day of (mo.) _____, (yr.) _____

WATERBED AGREEMENT

This agreement, dated _____, is attached to and forms a part of the "Residential Lease - Rental Agreement" dated _____ between _____, Management and _____, Resident, for the residential unit located at _____.

Resident desires to keep a waterbed described as _____ in the dwelling occupied under the Lease Agreement referred to above, and because this agreement specifically prohibits keeping waterbeds without Management's permission, Resident agrees to:

1. keep one waterbed approved by Management for this dwelling. Waterbed shall consist of a mattress at least 20 mil thick with lap seams, a safety liner at least 8 mil, and a frame enclosure which meets the Waterbed Manufacturers Association standards.
2. consult with Management about the location of the waterbed. Resident agrees to hire a qualified professional to install and dismantle the bed according to the manufacturer's specifications and further agrees not to relocate it without the Management's consent.
3. allow Management to inspect the waterbed installation at any and all reasonable times and Resident agrees to remedy any problems or potential problems immediately.
4. furnish Management with a copy of a valid liability insurance policy for at least \$100,000 covering this waterbed installation and agrees to renew the policy as necessary for continuous coverage.
5. pay immediately for any damage caused by the waterbed and, in addition, Resident will add \$ _____ to the security/cleaning deposit, any of which may be used for cleaning, repairs, or delinquent rent when Resident vacates. This added deposit, or what remains of it when waterbed damages have been assessed, will be returned to Resident within _____ days after Resident proves the waterbed is no longer located on the premises.
6. in consideration of the additional time, effort, costs, and risks involved in this waterbed installation, Resident agrees to pay additional rent of \$ _____, which includes does not include the premium for the waterbed liability insurance policy referred to in item 4.
7. resident agrees that Management reserves the right to revoke this permission to keep a waterbed should the Resident break this agreement.

Management _____ Resident _____

By _____ Resident _____

PET AGREEMENT

This agreement, dated _____, is attached to and forms a part of the "Residential Lease - Rental Agreement" dated _____, between _____, Management, and _____, Resident, for the residential unit located at _____.

Resident desires to keep a pet named _____ and described as _____ in the dwelling Tenant occupies under the Lease Agreement referred to above, and because this agreement specifically prohibits keeping pets without Management's permission, Resident agrees to:

1. keep the pet under control at all times.
2. keep the pet restrained, but not tethered, when it is outside Resident's dwelling.
3. not leave the pet unattended for any unreasonable periods.
4. dispose of the pet's droppings properly and quickly.
5. not leave food or water for the pet, or any other animal, outside the dwelling.
6. keep pet from causing any annoyance or discomfort to others and will remedy immediately any complaints made through the Management.
7. get rid of the pet's offspring within eight weeks of birth.
8. pay immediately for any damage, loss, or expense caused by the pet and, in addition, Resident will add \$ _____ to Resident's security/cleaning deposit, any of which may be used for cleaning, repairs, or delinquent rent when Resident vacates. This added deposit, or what remains of it when pet damages have been assessed, will be returned to Resident within _____ days after Resident proves this pet is no longer kept on the premises.
9. management reserves the right to revoke permission to keep the pet should Resident violate this agreement.

Management _____ Resident _____

By _____ Resident _____

SUGGESTIONS

Today's Date: _____

Name: _____ Cell Number: _____

The purpose of this suggestion is:

- A) Change in Policy or Change in Procedure
B) Create a Form

This suggestion will help us to better service:

- BUYERS SELLERS OTHER REALTORS

Currently we (explain what the current policy or procedure is that you would like to see changed. If you are wanting a form, explain what you currently do since the form does not exist): _____

A) The policy or procedure that I believe would work better is: _____

B) The form I believe would be helpful needs to have the following information on it:

The benefit of this change for the company will be: _____

Email your suggestion to information@realteamcda.com. Your great ideas help our company to be even more successful. If you make a suggestion with a feasible idea / solution to a problem and we are able to implement your idea, then you will be entered into a quarterly drawing to waive your office fee for a full month. In the event that several agents make the same suggestion, then each of those agents with a solid idea for a solution will be entered in the drawing. Complaints without an idea for a solution will get our full consideration, but will not be entered into the drawing.

Realteam Office Use Only:

Received	Feasible Idea / Solution	Implementation Date	Drawing