



Everything you need as a landlord's legal source!

The Essential Guide to Landlording on CD is 3 CD's in one!

It Includes:

- LeaseWriter Plus™ Software
- Every Landlord's Legal Guide
- How to Screen & Choose Excellent Tenants



It includes all the legal and practical information you need to...

- Screen and choose tenants
- Deal with problem tenants
- Understand repair, maintenance, & security responsibilities
- Avoid lawsuits
- Comply with your state's laws regarding privacy, discrimination, rent control and more
- Hire property manager
- Resolve legal disputes and more!



Select the perfect tenant and know your legal rights as a landlord in all 50 states!

*Windows® Compatible

The Essential Guide to Landlording on CD

LeaseWriter Plus™

Landlord Software

*guides you through the creation of a
legally sound lease or rental agreement.*

1. Creates clear, fair and effective rental documents
2. Easy-to-use – just take the step-by-step interview
3. Final documents reflect your state's laws
4. Establishes key legal rules for your tenants
5. Provides help when you need it
6. Access your state's landlord-tenant laws instantly
7. Double-checks your forms for common mistakes
8. Packed with real-life examples and practical tips
9. Includes Web Update, providing the latest in the law
10. Features a comprehensive onscreen legal manual – completely searchable!

*Create key documents
every landlord needs!*

Leases &
Rental Agreements
Rental Application &
Tenant References
Security Deposit Itemization
or Return
Notice of Intent to
Enter Dwelling Unit
Tenant's Maintenance or
Repair Request
Move-In & Move-Out Letters
and More!

The screenshot shows the LeaseWriter Plus software interface. The main window is titled 'LeaseWriter Plus - LeaseWriter documents.nsf'. The interface is divided into several sections. On the left, there is a form titled 'ADDRESS OF RENTAL PROPERTY' with the following fields: 'Street Address' (4747 Bristow Trail), 'Unit' (867), 'City' (St. Aidan), 'State' (California), and 'Zip Code' (98047). Below the form, there is a note: 'Or, to select the address from the Property List, click the "Select Property From List" icon next to the "Street Address" field, above.' On the right, there is a 'Guide to this Screen' section with a 'Where This Information is Used in the Lease' section. It states: 'Where This Information is Used in the Lease: The information entered on this screen will appear in the Identification of Premises clause of the lease.' Below this, there is an 'Address of the Rental Property' section with the instruction: 'Fill in the street address of the rental unit or house for which you are preparing a lease. If there is an apartment or building number, specify that as well in the Unit field. Finally, fill in the city, state, and zip code of the rental property.' Examples are listed: '137 Howell Street Apartment 5', '3 Main Road #14', and '786 Brooks Avenue Unit 438'. At the bottom of the window, there are 'Back' and 'Next' buttons.

Step #1

Select the document you wish to create.

Step #2

Customize each document during a step-by-step interview.

Step #3

Print & sign.

System Requirements:

Pentium 133

Windows® 98/Me/2000/XP

32 MB RAM (64 MB RAM recommended)

9 MB of Hard Drive Space (12 MB to install)

Super VGA (800 x 600) with 256 colors

14.4 Kbps modem required to access online features

Any printer supported by Window® 98/Me/2000/XP

Microsoft® Internet Explorer 5.0 or higher

Adobe Acrobat Reader

Every Landlord's Legal Guide Table of Contents

How Landlords can use this CD

- A. What this CD Covers - and How it is Used
- B. What this CD Doesn't Cover
- C. Guide to Icons Used on this CD

1. Screening Tenants

- A. Avoiding Fair Housing Complaints and Lawsuits
- B. How to Advertise Rental Property
- C. Renting Property that's still Occupied
- D. Dealing with Prospective Tenants
- E. Checking References, Credit History, and More
- F. Choosing – and Rejecting – an Applicant
- G. Finder's Fees and Holding Deposits

2. Preparing Leases & Rental Agreements

- A. Which is Better, a Lease or Rental Agreement?
- B. Using the Forms on this CD
- C. Completing the Lease or Rental Agreement Form
- D. Changing a Lease or Rental Agreement
- E. Signing a Lease or Rental Agreement
- F. About Cosigners

3. Basic Rent Rules

- A. How Much Can You Charge?
- B. Rent Control
- C. When Rent is Due
- D. Where and How Rent is Due
- E. Late Charges and Discounts for Early Payments
- F. Returned Check Charges
- G. Partial or Delayed Rent Payments
- H. Raising the Rent

4. Security Deposits

- A. Purpose and Use of Security Deposits
- B. Dollar Limits on Deposits
- C. How Much Deposit Should You Charge?
- D. Last Month's Rent
- E. Interest and Accounts on Deposits
- F. Nonrefundable Deposits and Fees
- G. How to Increase Deposits
- H. Handling Deposits When You Buy or Sell Rental Property

5. Discrimination

- A. Legal Reasons for Rejecting a Rental Applicant
- B. Sources of Antidiscrimination Laws
- C. Types of Illegal Discrimination
- D. Valid Occupancy Limits
- E. Managers and Discrimination
- F. Unlawful Discrimination Complaints
- G. Insurance Coverage in Discrimination Claims

6. Property Managers

- A. Hiring your Own Resident Manager
- B. How to Prepare a Property Manager Agreement
- C. Your Legal Obligations as an Employer
- D. Management Companies
- E. Your Liability for a Manager's Acts
- F. Notifying Tenants of the Manager
- G. Firing a Manager
- H. Evicting a Manager

7. Getting the Tenant Moved In

- A. Inspect the Rental Unit
- B. Photograph the Rental Unit
- C. Send New Tenants a Move-In Letter
- D. Cash Rent and Security Deposit Checks
- E. Organize Your Tenant Records
- F. Organize Income and Expenses for Schedule E

8. Cotenants, Sublets, & Assignments

- A. Cotenants
- B. What to do when a Tenant Wants to Sublet or Assign
- C. When a Tenant Brings in a Roommate
- D. Guests and New Occupants You Haven't Approved

9. Landlord's Duty to Repair and Maintain the Premises

- A. The Implied Warranty of Habitability
- B. How to Meet your Legal Responsibility
- C. Tenant Responses to Unfit Premises:
 - Paying Less Rent
- D. Tenant Responses: Calling Inspectors, Filing Lawsuits, and Moving Out
- E. Minor Repairs
- F. Delegating Landlord's Responsibilities to Tenants
- G. Avoiding Problems by Adopting a Good Maintenance and Repair System
- H. Tenant Updates and Landlord's Regular Safety and Maintenance Inspections
- I. Tenants' Alterations and Improvements

J. Cable TV Access

K. Satellite Dishes and Antennas

10. Landlord's Liability for Dangerous Conditions

- A. Landlord's Liability for Tenant Injuries
- B. If a Tenant Is at Fault too
- C. How Much Money the Tenant May be Entitled to
- D. How to Prevent Liability Problems
- E. Liability and Other Types of Property Insurance

11. Landlord's Liability for Environmental Health Hazards

- A. Asbestos
- B. Lead
- C. Radon
- D. Carbon Monoxide
- E. Mold

12. Landlord's Liability for Criminal Acts and Activities

- A. Your Responsibility to Keep Tenants Safe
- B. How to Protect your Tenants from Criminal Acts
- C. Protecting Tenants from Each Other
- D. Landlords and the Fight Against Terrorism
- E. Your Responsibility for an Employee's Criminal Acts
- F. Protecting Neighbors from Drug-Dealing Tenants

13. Landlord's Right to Entry and Tenant's Privacy

- A. General Rules of Entry
- B. Entry in Case of Emergency
- C. Entry with the Permission of the Tenant
- D. Entry to Make Repairs or Inspect the Property
- E. Entry to Show Property to Prospective Tenants or Buyers
- F. Entry After the Tenant Has Moved Out
- G. Entry by Others
- H. Other Types of Invasions of Privacy
- I. What to Do when Tenants Unreasonably Deny Entry
- J. Tenants' Remedies if a Landlord Acts Illegally

14. Ending the Tenancy

- A. Changing Lease or Rental Agreement Terms
- B. How Month-to-Month Tenancies End
- C. How Leases End
- D. If the Tenant Breaks the Lease
- E. When a Tenant Dies
- F. Condominium Conversions

15. Returning Security Deposits and other Move-Out Issues

- A. Preparing a Move-Out Letter
- B. Inspecting the Unit When a Tenant Leaves
- C. Applying the Security Deposit to the Last Month's Rent
- D. Basic Rules for Returning Deposits
- E. Deductions for Cleaning and Damages
- F. Deductions for Unpaid Rent
- G. Preparing an Itemized Statement of Deductions
- H. Mailing the Security Deposit Itemization
- I. Security Deposits Form Cotenants
- J. If a Tenant Sues You
- K. If the Deposit Doesn't Cover Damage & Unpaid Rent
- L. What to Do With Property Abandoned by a Tenant

16. Problems with Tenants: How to Resolve Disputes Without a Lawyer

- A. Negotiating a Settlement: Start by Talking
- B. When Warning Notices are Appropriate
- C. Understanding Mediation
- D. Using Arbitration
- E. Representing Yourself in Small Claims Court
- F. How to Avoid Charges of Retaliation

17. Terminations and Evictions

- A. The Landlord's Role in Evictions
- B. Termination Notices
- C. Late Rent
- D. Other Tenant Violations of the Lease or Rental Agreement
- E. Violations of a Tenant's Legal Responsibilities
- F. Tenant's Illegal Activity on Premises
- G. How Eviction Lawsuits Work
- H. Illegal "Self-Help" Evictions
- I. Stopping Eviction by Filing for Bankruptcy

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- A. Finding a Lawyer
- B. Types of Fee Arrangements with Lawyers
- C. Saving on Legal Fees
- D. Resolving Problems with your Lawyer
- E. Attorney Fees in a Lawsuit
- F. Doing Your Own Legal Research
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- H. How to Research Court Decisions

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- B. State Landlord-Tenant Statutes
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- H. State Laws on Rent Withholding and Repair and Deduct Remedies
- I. State Lead Hazard Reduction Laws
- J. State Laws on Landlord's Access to Rental Property
- K. State Laws on Handling Abandoned Property
- L. State Laws Prohibiting Landlord Retaliation
- M. State Laws on Termination for Nonpayment of Rent
- N. State Laws Termination for Violation of Lease
- O. State Laws on Unconditional Quit Terminations

2. Forms & Letters

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- Consent to Background and Reference Check
- Tenant References
- Notice of Denial Based on Credit Report Information
- Receipt and Holding Deposit Agreement
- Month-to-Month Residential Rental Agreement
- Month-to-Month Residential Rental Agreement (Spanish)
- Fixed-Term Residential Lease
- Fixed Term Residential Lease (Spanish)
- Cosigner Agreement
- Agreement for Delayed or Partial Rent Payments
- Property Manager Agreement
- Landlord-Tenant Checklist
- Move-In Letter

- Landlord-Tenant Agreement to Terminate Lease
- Consent to Assignment of Lease
- Letter to Original Tenant and New Cotenant
- Resident's Maintenance/Repair Request
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- Agreement Regarding Tenant Alterations to Rental Unit
- Disclosure of Information on Lead-Based Paint or Lead-Based Paint Hazards
- Disclosure of Information on Lead-Based Paint or Lead-Based Paint Hazards (Spanish)
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- Protect your Family from Lead in your Home Pamphlet (Spanish)
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- Amendment to Lease or Rental Agreement
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- Security Deposit Itemization (Deductions for Repairs, Cleaning, and Unpaid Rent)
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G. Finder's Fees and Holding Deposits

1. Finder's Fees
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Consent to Background and Reference Check

Tenant References

Receipt and Holding Deposit Agreement