

**SARAH TAGGART P.C. FORM BOOK
UPDATED JUNE 30, 2014**

TABLE OF CONTENTS

A. The formation of the relationship: The template forms in this section contemplate structuring the formation of a residential landlord/tenant relationship. Please keep in mind that an accurate and diligent screening process will eliminate the majority of your “problem tenants” but that the same process must be followed for every tenant that applies to avoid Fair Housing Act implications.

1. Rental Application
2. Resident Selection Criteria (Model Policy)
3. Offer to Lease
4. Notice of Adverse Action under F.C.R.A
5. Residential Lease Agreement
6. Bed Bug Addendum - Single Family
7. Bed Bug Addendum - Multi-Family
8. Pet Lease/ Pet Disclosure Addendum
9. Renter’s Insurance Addendum
10. Mold Addendum
11. Pool/Trampoline Addendum
12. Move-In/Move-Out Inspection (Walk-Through Checklist)
13. Guarantor/Cosigner Form
14. Application Approval Letter
15. Drug Free/Crime Free Addendum

B. Forms needed during the landlord-tenant relationship: The template forms in this section are designed to assist with the day-to-day mechanics of a residential landlord and tenant relationship.

1. Notice of Intent to Enter Dwelling Unit for Inspection
2. Partial Rent Refusal Notice
3. Notification of New Management
4. Lease Break Agreement/Mutual Release
5. One-Time Rent Abatement/Mutual Release
6. Waiver of Late Fees
7. Rental Increase Reminder
8. Winterization Checklist
9. Notice of Strict Compliance w/ Lease Agreement
10. Security Deposit Accounting Letter
11. Rental Access Addendum for Showing Property
12. Notice of Default re: Utility Service
13. Repair Work Order Template
14. Incident Report Template
15. Warning Letter re: Failure to Maintain Leased Premises
16. Home-Based Business Agreement & Waiver
17. Confirmation of Vacating Premises & Surrender of Keys
18. Change of Payment Address Notice

C. Forms to terminate the landlord-tenant relationship: The template forms in this section contemplate terminating a rental agreement. Please note that if you have a problem tenant that is otherwise current on their rent and not on a month-to-month rental agreement, you will need to contact competent legal counsel to draft your notice to terminate the rental agreement. Notices in those situations can be tricky and require specific tailoring to each situation.

1. Notice to Terminate a Month-to-Month Tenancy w. Instructions
2. Notice of Failure to Pay Rent w. Instructions.
3. Notice of Abandonment w. Instructions.
4. Other Types of Rental Defaults
5. Notice of Intent Not to Renew Lease Agreement

D. Property Management Forms: Forms in this section are designed for the internal day-to-day functioning of a property management company.

1. Property Management Agreement
2. Eviction Hold-Off Letter
3. Model Policies on Transitioning a Property.
4. Owner Repair Refusal Letter
5. Letter to Terminate Management Agreement
6. Sample Broker Release

E. Special Forms

1. Manufactured Home Lease (Ground Lease).
2. Statutory Letter re: Worthless Checks
3. Sample Ledger

Sarah Taggart, P.C.
Post Office Box 18862
Huntsville, Alabama 35804
Ph: (256) 562 - 1999
F: (256) 562-1997
email: formbook@sarahtaggart.com

Disclaimer. The forms and contracts ("Forms") contained within this packet provide general educational information and should not be construed as legal advice. The Forms are not guaranteed to be appropriate for your circumstances, including any local, state, federal or other laws that may apply. Further, the forms may not be up-to-date with changes in the law and your lease may provide additional protections. Each situation is different, and we highly recommend seeking legal advice from a competent attorney before taking legal action. Use these Forms at your own risk. THE INFORMATION IN THESE FORMS IS PROVIDED "AS IS" AND SARAH TAGGART P.C. MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES REGARDING THE FORMS. YOU ASSUME FULL RESPONSIBILITY AND RISK OF LOSS RESULTING FROM THE USE OF THIS INFORMATION.