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NEATO Landlord Forms Deluxe 130+ Version 13.2

Table of Contents



(A) APPLICANT INTAKE & EXIT SECTION
Table of Contents

	Name	Description
A01	Telephone Pre-Screening	Systemized approach for pre-screening tenants
A02	(Checklist) Applicant Intake	Checklist of basic tasks necessary to complete processing of an applicant.
A03	Rental Application	The standard two page rental application is the first step in gathering information about tenants (can also be used for cosigner(s)), by gathering all of the necessary information for a successful tenancy. Application provides authorization for credit and criminal Screening
A04	Pet Application	Standard application to gather details about all pending pets.
A05	Key Checkout	Form to complete when giving a prospective applicant a key to see the property w/o Management (landlord, PM, owner).
A06	Verification of Employment	Form to use for verification of tenant's employment history and income. Designed as a faxable form to an employer.
A07	Verification of Rental History	Form to use for verification of tenant's rental history. Designed as a faxable form to landlords, owners and property mgt companies.
A08	Application Denial	Formal letter to tenant denying their application for housing.
A09	Hold Deposit	Form to take a holding deposit until executing the lease
A10	PreMoveIn - Welcome Letter	2-page welcome and formal notification to an applicant advising them what they must do prior to moving in. Also includes local phone numbers for the St. Louis Region. You must customize this information for your region.
A11	Move In - Move Out Checklist	2-page move in and move out checklist to note condition of property prior to move in. Document also denotes condition of property upon move out.
A12	Move Out Instructions	Letter to tenant advising them what to do when vacating the property and detailed move-out requirements. This notice is to be used when the tenant provides the adequate move out notification.
A13	Move Out Instructions WITHOUT Notice	2-page letter to tenant advising them what to do when vacating the property and detailed move-out requirements. This notice is to be used when the tenant DOES NOT PROVIDE the adequate move out notification
A14	Repair Charges	Letter providing tenants with typical costs for repairs.
A15	Security Deposit Settlement	Letter detailing any and all repairs charges and security deposit balance.
A16	Move Out Deposit Confirmation	Letter confirming amount of security deposit refund
A17	Move Out Confirmation for Section8	Letter confirming amount of security deposit refund. Details for Section 8.
A18	Move Out Survey	Letter requesting input on property management performance.
A19	Tenant Recommendation	Letter to a tenant providing positive recommendation of the tenant. Includes rental amount, address and payment performance.
A20	Schedule Showings During Tenant Occupancy	Letter notifying tenant of scheduled showings to prospective tenants and buyers. The tenant is notified that their cooperation is necessary and required.

(B) LEASES & ADDENDUMS SECTION
Table of Contents

Form	Name	Description
B01	Lease agreement	Detailed 6-page lease agreement which reverts to month-to-month
B02	Month to Month Agreement	Detailed 6-page rental agreement for month-to-month
B03	Addendum-Tenant Rules and Responsibilities	Addendum for a rental agreement outlining tenant rules and responsibilities
B04	Addendum-Tenant Maintenance Policy & Procedures	6-page addendum for outlining maintenance policy and procedures.
B05	Addendum-Deposit Payment Plan	Addendum accepting security deposit payments after tenant signing
B06	Disclosure-Lead-Based Paint	Lead-based paint agreement for homes built prior to January 1, 1978.
B07	Addendum-Smoke Detector	Addendum specifically requiring tenants to maintain batteries in smoke detectors and to report any deficiencies.
B08	Addendum-Pet	Addendum for tenant authorization and responsibilities for pets.
B09	Addendum-Cosigner	Addendum when necessary for approved cosigner.
B10	Addendum-Garage Rental Agreement	Addendum/Lease detailing garage rental responsibilities and impact on primary residential lease.
B11	Addendum-Section 8	Addendum to add provisions when renting to HUD Section 8 Tenant.
B12	Addendum-Rental Discount Program	Addendum detailing the Rental Discount Program. Outlines expectations and requirements to maintain monthly discounts.
B13	Addendum-Smoke Free	Addendum specifically detailing a no smoking policy in/on the property
B14	Addendum-Waterbed	Addendum detailing property rules and requirements for maintaining a waterbed.
B15	Addendum-PoolSpaTub	Addendum detailing rules and requirements for a pool/spa/hot tub
B16	Addendum-Carbon Monoxide Detector	Addendum specifically requiring tenants to maintain EPA procedures to keep Carbon Monoxide Detectors operational.
B17	Addendum-Swing Set	Addendum detailing requirements or rules for using and maintain a swing set on the property
B18	Addendum-Motorcycle	Addendum detailing requirements or rules for a motorcycle.
B19	Addendum-Sublet	Addendum detailing requirements for Subleasing property.
B20	Addendum-Crime and Drug Free	Addendum detailing rules for a crime and drug free environment
B21	Addendum-Bedbugs	Addendum detailing terms that parties are required to abide by concerning bedbugs.
B22	Addendum-Non-Sex Offender	Addendum detailing and emphasizing requirements for sex offenders with move out requirements.
B23	Addendum-Military Transfer Clause	Addendum outlines special circumstances for military tenants, their spouses, or executors to apply for discharge of lease on short notice.
B24	Addendum-Cable-Satellite Dish-Antenna	Addendum establishes the ground rules for the installation and upkeep of a cable, satellite dish or antenna. Establishes insurance requirements, and landlord's right to remove.
B25	Addendum-Carpet	Addendum establishes the ground rules for maintaining carpet
B26	Addendum-Security-Intrusion Alarm	Addendum explains your terms and conditions for having a security system installed on-site.
B27	Addendum-Furnished Rental	Addendum Inventory for a furnished property for a rental agreement
B28	Addendum-Roommate Addition	Addendum contains terms and conditions for occupancy situations where there are roommates.
B29	Disclosure-Asbestos	Disclosure provides tenants information about Asbestos and that may also help shield you from future legal action.
B30	Addendum-Mold	Addendum for a property that is subject to mold; it outlines items that a tenant is to do to prevent mold
B31	Disclosure-Mold	This form will help you create an official record of a mold sighting on the premises. Use it to start a well-documented paper trail that will minimize your risk of liability in the future.

(C) TENANT NOTICES & MAINTENANCE SECTION
Table of Contents

Form	Name	Description
C01	Lease Renewal Notice	Notice to extend all terms of the lease for an additional period. No response is automatic extension.
C02	Lease NONRenewal Notice	Notice to tenant informing them that management has decided not to renew the lease. This is also a formal notice to vacate the premises.
C03	New Lease and Addendums	Notice to tenant informing them that management has made modifications to the lease and/or updates to addendums.
C04	Tenant Intention to Vacate	Tenant notice informing management of their intention to vacate the property.
C05	Vacate Extension	Notice to tenant advising date to vacate extension granted
C06	Notice To Enter Premises	Notice to tenant informing that management will enter the property at a designated time
C07	Tenant Work Order Request	WO / maintenance request that a tenant can submit in lieu of online system.
C08	Work Order Completion Receipt	Handyman receipt including tenant signature for all completed work.
C09	Required Tenant Repairs	Notice to tenant informing them of required repairs where they appear to be at fault. This letter defines the issue, recommends the repair and establishes contractor approval if necessary..
C10	Drive By Inspection Notice	Mild notice to tenant informing them of violations found during a drive by of the rented address.
C11	Tenant Authorization for Contractor Quote	Cover letter to tenant for contractor repair quote. Letter for the Confirmation of a quote and authorization to proceed with the repairs.
C12	Painting Instructions	General Instructions and guidelines for management to provide tenants with guidelines and requirements for painting.
C13	Fire Safety Information	General guidelines from Management for basic fire safety.
C14	Snow and Ice Requirements	Tenant instructions and guidelines for the removal of snow and ice from walks, driveways, steps and any areas where safety should be observed. Also warning against the use of SALT.
C15	Excessive Utility Warning	Warning notice to tenants when utilities are excessive. It is helpful in keeping tenants informed while warning them of possible billing in the future if utilities remain excessive
C16	Winterization Checklist	Letter to inform tenants of steps for winterizing the residence
C17	Christmas Holiday Schedule	Christmas Holiday Advice and office hours
C18	Notice To Schedule Showings	Notice to the tenants that Management will schedule showings of the property to prospective tenants or buyers.
C19	Residence For Sale	Owner has decided to sell; letter confirms that the property is for sale and that tenant is required to keep the unit presentable during showings. Also confirms rental agreement is effect
C20	Change of Management Contact INFO	Notice to tenant informing them of a change in property management contact INFO.
C21	Change in Property Management	Notice to tenant informing them of a change in property management
C22	Request Tenant Info	Notice to tenant requesting additional information.
C23	Change of Owner	Notice to tenant informing them of a change in ownership
C24	Cable/Internet Installation Authorization	Letter for tenants to share with Cable/Internet installation company providing authorization to perform installation. Letter confirms that tenants are directly responsible for any and all charges.
C25	Notice of abandonment	Posting notice on property informing public and/or the tenants that Management and/or owner believe the property abandoned
C26	Change In Management Policy	Notice to tenant informing them of a change in Management Policy.
C27	Check Smoke Alarm	Notice for tenant to test smoke alarm. Tenant reply is required.
C28	Tenant Questionnaire	Survey of tenant opinions whenever management feels it is appropriate
C29	Rent Payment Options - ATM Deposit	Tenant Payment Options. This requires tenant to accept deposit ATM card for rental payments or contact the office to setup automatic payroll deductions.
C30	Change In Property Management Same Contacts	Notice to tenant informing them of a change in property management companies, however all contact information remains the same.

(D) COLLECTIONS & EVICTIONS SECTION

Table of Contents

Form	Name	Description
D01	Rent Increase	Formal letter providing the amount of the rent increase, when the increase takes effect and confirms that terms remain unchanged.
D02	Rent Decrease	A formal letter notifying the tenant of a rent decrease. This letter is valuable for long term tenants in hard to rent areas.
D03	Bounced Check	Letter to the tenant notifying them that their check was not honored. It asks for the balance along with any bounced check charges and daily late charges.
D04	Debt Payment Schedule	Letter to establish the terms of a past due payment arrangement. This document sets forth the terms, due dates, amounts due, and consequences of non-payment.
D05	Rental Discount Program	Addendum to provide tenants with an incentive to pay rent early. Provides all required rules to maintain the discount.
D06	Late Rent Reminder	Letter is intended to prompt immediate action from conscientious tenants. The document reminds the recipient of the amount due and remittance instructions.
D07	Late Rent Door Posting	Late rent posting for placement on the tenants door. Posting is meant to get the tenants attention prior to starting eviction proceedings.
D08	Unpaid Late Fees	Letter putting the tenant on notice that the rent was late and a late fee has not been paid and is due.
D09	Partial Payment Acceptance	Letter to formally accept partial payments from tenants without waiving Managements right to continue with eviction proceedings.
D10	Cosigner Notification of Outstanding Balance	Letter to inform the tenant's co-signer of an overdue balance. It is intended to motivate the co-signer to take action to protect their credit rating, by convincing the tenant to pay or pay themselves.
D11	Notice of Strict Enforcement of Rental Policies	Letter to tenant that their lackadaisical payment approach was accepted as a courtesy and not a modification to the lease. The letter also confirms that this behavior will no longer be tolerated.
D12	Late Utility Payment	Straightforward letter to tenant demanding payment of past-due bills.
D13	Excessive Utility Billing	Letter to tenant explaining that they have exceeded the utility usage amounts as defined within the lease and request payment.
D14	Missed Appointment Charge	Letter to tenant highlighting a missed vendor appointment. The letter confirms vendor, appointment time and billable amount due.
D15	Tenant Chargeable Repairs	Cover letter to tenant with tenant statement and invoice clarifying that it is their responsibility to pay. The letter outlines the invoice has been paid and the tenant must reimburse Management with their next rent payment.
D16	Unauthorized Rent Deduction	A letter to tenants after they have deducted an expense from their rent ; details expectations in the future and helps you nip a bad tenant habit early.
D17	Pay Rent or Quit	This letter is used to notify the tenant that rent payment is overdue. This Eviction Notice legally warns the tenant of eviction proceedings if the default is not cured within a set amount of days and it also makes a Formal Demand For Payment
D18	Demand for Rent	This letter is a Demand for Rent that should be sent to a tenant before filing in court for eviction proceedings
D19	Habitual Arrears	Letter detailing the impact of consistently paying late including impacts to future tenancy reference requests and credit rating.
D20	How Rent Payment Are Applied	Letter to provide tenants additional clarity on how payments are applied to rent.
D21	The Impact of an Eviction	Provides tenants with reasons to avoid the eviction process. Explains the immediate and future drawbacks to the tenant caused by the process of eviction and it's aftermath
D22	Warning Notice Reporting Poor Performance	Notice to tenants informing them of managements intention to report them to a national tenant reporting agency.
D23	Notice of Judgment	Notice to current or former tenant highlighting the details of the judgment against them. Notice warns of possible garnishment of wages and possession of vehicles.
D24	Notice of Debt Forgiveness	Notification to former tenant explaining that their loan will be forgiven and that they may be contact by the IRS to pay taxes on the outstanding debt.
D25	Default Notices By State	Listing the notification time periods by state for filing an eviction or possession.
D26	Non-Acceptance of Checks	Notification to tenant that personal checks will no longer be accepted.

(E) TENANT VIOLATIONS SECTION
Table of Contents

Form	Name	Description
V01	Landscaping Violation	Tenant notification of a landscaping violation. Highlights lease obligations and repercussions if not remedied by listed date.
V02	Pet Violation	Tenant notification of a unauthorized pet violation. Requests immediate removal or the opportunity to approve the pet on management terms including lease modifications.
V03	Odor Violation	Tenant notification of a offensive odor violation. Highlights lease obligations and repercussions if not remedied by listed date.
V04	Excessive Noise Violation	Letter putting the tenant on notice that they are making excessive noise and violating their rental agreement
V05	Unauthorized Vehicle Violation	Tenant notification of an inoperable, unregistered or uninspected vehicle violation. Highlights lease obligations and repercussions if not remedied by listed date.
V06	Unauthorized Occupant Violation	Tenant notification that they are in violation of their lease by housing an unauthorized occupant. Highlights lease obligations and repercussions if not remedied by listed date.
V07	Smoking Violation	Tenant notification of a smoking violation. This notice states that the Tenant must refrain from smoking or face eviction. Additionally, the Tenant shall be responsible for any and all repairs for damage sustained to the rental unit as a result of smoking
V08	Illegal Activities Violation	Warning to tenants that illegal activities have been reported at their rental location. Also a request for tenants to terminate the activities or cooperate with police and/or management.
V09	Lock Change Violation	Tenant notification of a lock change violation. Tenants are required to contact Management immediately. Highlights lease obligations and repercussions if not remedied by listed date.
V10	Pest Infestation Violation	Tenant notification of a pest infestation violation. Management informs the tenant of their responsibility and managements agreement to care for problem and bill tenant.
V11	Cure Violation or Quit	Letter after a violation of the rental agreement has been noted; and requests performance or quit.
V12	Occupancy Permit Violation	Tenant notification of a occupancy permit violation when tenant fails to pickup or apply for occupancy permit prior to moving in.
V13	Complaint Response Requested	Letter to Tenant advising receipt of letter of complaint. Also request that tenants who wish to make a complaint to put it in writing.
V14	Smoke Alarm Violation	When tenants remove batteries from smoke detectors or fail to keep working batteries it represents a violation that must be remedied. Tenants are notified to correct the matter immediately.
V15	Sanitary Cleanliness Violation	Tenant notification that management has found that the rental unit is in an unclean condition. Highlights lease obligations and repercussions if not remedied by listed date.
V16	Garbage Violation	More specific tenant notification that management has found garbage around the rental unit. Highlights lease obligations and repercussions if not remedied by listed date.
V17	Inappropriate Behavior Violation	Letter to Tenant advising them of recent inappropriate or rude behavior.
V18	Open Windows-Doors Weather Violation	Letter to Tenant notifying of a violation due to open windows and doors during bad weather.

(F) FREE/BONUS FORMS SECTION
Table of Contents

Form	Name	Description
F01	Gold Nuggets for Buying and Renting	32-page document which outlines the best ways to start and run a successful real estate business.
F02	Inventory Collections - Appliance	Spreadsheet for gathering and collecting appliance information.
F03	Guilt Free Evictions	10 Reasons to ease your conscious when it comes to evictions.
F04	Rent Flyer	Rental Advertising Flyer
F05	Independent Contractor Agreement	Agreement detailing the expectations necessary for hiring a contractor.
F06	Pamphlet-Lead Paint English	Lead Based Paint Pamphlet from EPA
F07	Pamphlet-Lead Paint Spanish	Lead Based Paint Pamphlet from EPA
F08	Pamphlet-Hurricane Preparedness LPA	Hurricane Preparedness from the Landlord Protection Agency
F09	Pamphlet Mold Guide	Mold Pamphlet from EPA
F10	Pamphlet-Bed Bug Information	How to deal with Bed bugs. Harvard School of Public Health.
F11	Leasing Flow Chart	Flow chart highlighting the necessary steps through lease signing.
F12	Pamphlet-Earthquake Safety Guide	Earthquake Safety Guide from FEMA
F13	Pamphlet-Fire Escape Planning	Escape from a Fire from Homeland Security
F14	Pamphlet-Radon	Radon Pamphlet from EPA
F15	Pamphlet-Carbon Monoxide	Protect yourself from Carbon Monoxide poisoning from Homeland Security
F16	Pamphlet-Pamphlet HUD Section 8 Tenancy	Section 8 Tenancy Rules and Regulations from the US Department of Housing and Urban Development
F17	Pamphlet-HUD Section 8 Contract Payments	Section 8 Contract Payment Agreements from the US Department of Housing and Urban Development
F18	Pamphlet-Missouri Landlord Tenant Pamphlet	Missouri Tenant Landlord LAW. Other versions available from the website.