

## RELIABLE RENTAL POLICIES

By Dennis Eash

### A. Lease Policies

1. Add \$50.00 to rent - deduct as discount if paid on time.  
One late payment - send warning. Train tenants to pay on time - show them you're fair.  
Chicago/Evanston maximum late charge \$10.00
2. Do not allow security deposit to be used as rent.
3. List all personal property belonging to Lessor on lease
4. Use Kahn lease or attach notice of waiver as rider (not legal in Chicago/Evanston)
5. Lease and rider should SPELL OUT what lessee will do when he leaves

### B. Sublet Policy

1. Do not include as part of the lease. Why tempt someone to leave
2. Do have policy printed and available should anyone ask to see your policy!
3. Don't vary from your printed policy!

### C. Leases and Riders

1. Additional Covenants & Agreements (if any)
2. The Kahn Lease
3. The Cole Lease
4. The Kahn Chicago Lease
5. The Cole Residence Lease

### D. Rent Collection Policies

1. Serve Five Day's Notice (or form letter if waiver of notice in lease) not later than the fourth day of the month - send an immediate follow-up letter
2. File case promptly if payment is not received; send follow up letter including request for lease reinstatement fee and next month's rent. (you may avoid actually filing by negotiation, but be firm)
3. Get judgment for rent and possession of apartment: send follow-up letter
4. File eviction with Sheriff's office; send follow-up letter. Call Sheriff's office at least once a week until lessee is out
5. If holdover tenant - file case immediately

E. Security Deposit Dispositions

1. Must send listing of deductions and any refund within 30 days or could owe lessee TWICE the security deposit (45 days Chic ago/Evanston)
  - a) Make sure you have receipts for material purchased
  - b) You can charge a reasonable fee for work completed by you
  - c) Be careful of "damaged/worn beyond normal wear & tear"
  - d) No forwarding address - Mail it within the timeframe specified to the old apt address. If it is returned to you do not open!
2. Must pay \_\_\_\_\_% interest if you have 25 or more adjoining units (All must pay in Chicago except 2-6 flat owner occupied)

F. Other Useful Policies

1. Door knob tags.
2. Someone else cleans the halls -Janitors Report
3. Halls Dark -7 watt bulbs

G. Records/Correspondence & Enforcement

1. When you buy a building let them know who to call - THE MANAGER - YOU - NOT THE NEW OWNERS - YOU
2. So they won't pay the \$50.00 unearned discount THE LETTERS - only good if you are willing to follow through!
3. The bad check & yet another.
4. Who pays for the clogged toilet.
5. Why do tenants who pay their own heating bills own sweats and when the landlord pays the heat they don't even have a winter jacket?

H. Lease Renewals - THE LETTERS

1. First renewal letters should be sent out no later than 90 days prior to lease expiration with 30 days to respond.
2. Follow up letters explaining you haven't received the new lease and intend to show the apartment 60 day prior to lease expiration.
3. Two month security with two years good rent record return one/half of the security - with new signed lease.
4. One month security with three years good rent record return all but one hundred dollars-with new signed lease
5. Non-renewal - notification under terms of lease but at least thirty days.