

VR Property Management Forms Update – Student Handout

I. Overview of VR Property Management Forms

II. Review of New VR Standard Forms

- A. Assistance Animal Addendum – Form 225
- B. Servicemember Civil Relief Act Waiver – Form 280
- C. Residential Lease Pool & Spa Addendum – Form 290
- D. Amendment to Authorization to Lease – Form 975A

III. Review of VR Standard Forms – January 2016 Update

- A. Tenant Introduction Agreement – Form 920
- B. Listing Agreement – Exclusive Right to Lease – Form 975

C. Exclusive Right to Represent Tenant – Form 980

D. Disclosure of Information for Lead Based Paint – Form 1300

IV. Review of VR Standard Forms – July 2016 Update

A. Residential Lease – Form 200

1. Occupants
2. Pet vs. Animal
3. Renewal Notice (Paragraph 1j)
4. Security Deposits (Paragraph 3)
5. Damage Addendum (Paragraph 3g)
6. Dishonored Payments (Paragraph 4c)
7. Move In Inspections (Paragraph 5a)

8. Occupancy (Paragraph 6b)
 9. Appliances (Paragraph 6e)
 10. Carbon Monoxide Detectors (Paragraph 6g)
 11. Mold (Paragraph 6h)
 12. Insect & Pest Treatments (Paragraph 6i)
 13. Utilities (Paragraph 7c)
 14. Insurance (Paragraph 8b)
 15. Showing the Property (Paragraph 9.a.iii)
 16. Default by Tenant (Paragraph 20)
 17. Mediation (Paragraph 32)
- B. Defective Drywall Disclosure Statement – Form 200DD
- C. Pet Addendum – Form 220

D. Roommate Addendum – Form 250

E. Rental Application – Form 300

F. Resident Selection Criteria – Form 320

G. Residential Property Management Agreement &

Exclusive Rental Agreement – Form 900

1. Security Deposit (Paragraph 4)

2. Make Payments (Paragraph 15)

3. Lead-Based Paint (Paragraph 31)

4. Default (Paragraph 41)

5. Foreclosures (Paragraph 46)

6. Mediation (Paragraph 52)

7. Residential Property Manager Authorization (Addendum)

H. Move in Move out Inspection Report – Form 1100

V. Common Hotline Questions

A. Damage Addendum

B. Repair Deductible

C. Monthly Repair Caps

D. Security Deposits

E. Property Owners' & Condominium Owners' Associations

F. Holdover Tenants

G. Prepaid Rent

VI. Questions & Discussion