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The TurnKey Investor's
**Lease-Option
Documents
Collection**

*Essential Real Estate
Contracts & Forms for
Lease-Option Transactions!*

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Columbus, Georgia*

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Introduction

When I started out doing lease-options back in 2000, little did I know that I would eventually become an author or teacher of the subject. But here it is over five years later and you, the reader, hold in your hands some very important information essential to your lease-option business and investment portfolio.

The Love of Lease-Options

I have always loved the concept of lease-options as a means of creating monthly cash flow. And while I was not fearful of tenants, as many real estate investors are, I did have many concerns of unexpected or recurring maintenance and repair expenses. I also had concerns of the loss of revenues during periods of vacancy.

After all, with conventional rentals, you only get the security deposit upfront and first month's rent. Other than that, if you have extended vacancies, monies are lost with very few opportunities to quickly recover it.

Not so with lease-options. Very often, we recover most of the monies lost due to vacancies. And the "owner-financing" we provide in the form of a lease-option is a highly desirable service in our area. In fact, in our area, we are the best known providers of "owner-financing" through lease-options in the Columbus, Georgia & Phenix City, Alabama area.

Getting to this position most certainly did not happen overnight or even a couple of years. It took three years of consistent and persistent advertising to enjoy the marketing awareness we now enjoy.

Hard-Earned & Hard-Learned Lessons

Along the way, my management partner, Wes Weaver, and I have learned quite a bit about the legalities of both the theory and execution of what we do. These have often been hard-earned and hard-learned lessons. By dealing with our many tenants across three counties in two states, and the subsequent turnover, collections, evictions, garnishments, and other legal issues in and out of court, we have learned many tricks of the trade of managing a portfolio of lease-optioned investment properties.

More importantly, we have learned to design and refine our paperwork to help prevent or deal with recurring problems and issues. I am proud to say, thus far, we have never lost a court case against any tenant, nor have we failed to get our property back in a timely manner to resell for a profit.

The foundation of our success has always been knowing the local Landlord-Tenant laws and the customary rules for filing suit and evictions in our area. Our documents work because we use them in tandem with the legal system and what is customary in our area.

Baseline Documents

These baseline documents are invaluable. What makes these invaluable is that these documents have been field-tested and evolved out of real-life experiences that we have encountered or anticipated.

These baseline documents are also valuable because you do not have to create or hire anyone to write these documents from scratch. These documents will give you a running start to succeed in your own lease-option business and can be customized to better fit your business needs. You can change and modify these to better suit your situation and legal environment. I highly encourage you to have your local real estate attorney review them if you are not comfortable making changes to our documents.

In my research over the years, I have read dozens of documents, contracts, and agreements written by many authors and management companies. I have gotten small nuggets of wisdom and insights in many of them and incorporated them into our baseline documents.

Our documents are unique. In fact, there are forms and documents we use that I have not even heard of, much less seen, anywhere on planet Earth. At the risk of sounding boastful, this has worked tremendously to our advantage in our business which you now can benefit from.

Disclaimer

Let me make the customary disclaimer and say that I am not an attorney, real estate agent, appraiser, or any other certified professional. So, I am not giving any professional advice. I am also not dispensing any legal expertise.

What I am dispensing are sample documents of what we use both in the field and in the court system. I am also dispensing my opinions as both a property manager and investor of our own properties. In that

regard and in our roles as property managers, the courts recognize us and our documents when we appear before them. We use these documents with both our money and our reputations at stake. And we are pretty darn good at what we do in our area.

I encourage you to take the time to read over the documents and try to pick up the nuances and subtleties therein. I think if you pay close attention, you will appreciate many of the “bells and whistles” we have included within each document.

Elite Group

You are now part of an elite group of people who now have access to this highly valuable and specialized information. **Do not give this information out freely!** This is part of your competitive edge! If someone wants and values this information, let them purchase it.

If you have any questions on how to use these documents, please feel free to contact me at www.turnkeyinvesting.com. I will do my best to answer you. I will even take time to talk to your real estate attorney if they are nice to me! But remember, I am not giving professional or legal advice. I am only sharing my opinions with you as a property manager and investor of my own properties. If you can live with that, we will get along just fine.

To your success!

Matthew S. Chan

How to Use the Document Forms CD

The files within the Documents CD have been created and saved with Microsoft Word 2003. Therefore, I highly recommend you use Microsoft Word 2003.

As an alternative, additional files in Rich Text Format (RTF) have been also included for non-Microsoft Word users. However, there are no guarantees to how the documents will appear if you open these files with another software package.

There are two ways of using the forms on the Documents CD.

1. You may print the blank forms out and handwrite the Tenant and Property information in.
2. You may type in the Tenant and Property information into the Word documents, save them, and then print them out.

While either method is acceptable, I prefer Option #2 because it creates a more professional look.

You should print two sets so that you and your tenants will each have an original set of agreements on file!

Bonus #1: One-Year of Free Updates

You have one year of free updates (through e-mail) of any revisions we make to our Lease-Option Document Collection. For a \$10.00 handling fee, we can send you a new CD with the updated and revised documents. Contact us at www.turnkeyinvesting.com for the latest updates to take advantage of this offer.

Bonus #2: MP3 Audio Commentary

Within your Document CD, there is a starter MP3 audio commentary file. However, updates to this MP3 audio commentary file can be found at www.turnkeyinvesting.com.

Lease with Purchase Option Receipt

Purpose:

This document provides an acknowledgement that upfront monies have been received and a basic “snapshot” of the overall lease-option transaction. More specifically, this document serves as a disclosure and an accounting of how the Tenant’s upfront monies are being applied within the overall lease-option transaction.

Special Features:

Clear disclosure that all upfront monies are non-refundable.