

STEVE SCOTT, ATTORNEY AT LAW  
MARGARET THOMAS, LEGAL ASST.  
ELIZABETH KIESEWETTER, ADMIN ASST.

SSCOTT@WWW.SCOTTLAWFIRM.COM  
MTHOMAS@SCOTTLAWFIRM.COM  
EKIESEWETTER@SCOTTLAWFIRM.COM

TELEPHONE: 573-442-7268  
FAX ONLY: 573-443-1676

## **GUIDELINES FOR USE OF SCOTT LAW FIRM LEASING FORMS (ELECTRONIC FORMAT)**

*Clients and others who have purchased leasing forms from Scott Law Firm are advised that all of the leasing forms (except the lead-paint documents) are copyrighted by Scott Law Firm. Purchasers and their employees and agents are given permission to use and modify the forms for use in connection with their own rental properties or rental properties they manage for others, but may not give or sell our forms to anyone else.*

Purchasers of our leasing forms in electronic format should be aware that all the forms (except the lead-paint forms) are contained in one continuous word-processing file. Particular pages can be printed as needed. Also, such purchasers should perform the following search-and-replace operations in Word or WordPerfect:

1. Search for "&lessor&" (without the quotes) and replace with the lessor's name.
2. Search for "&lessoraddress&" (without the quotes) and replace with the lessor's address.

After the search-and-replace operations have been completed, the file should be re-saved to preserve the changes.

Here is how to remove the password-protection from the leasing form files downloaded from the Scott Law Firm website:

1. In Word:
  - a. Use the password you received to open the file.
  - b. Click the Microsoft Office Button, point to Prepare, and then click Encrypt Document.
  - c. In the Encrypt Document dialog box, in the Password box, delete the encrypted password, and then click OK.
  - d. Save the file.
2. In WordPerfect:
  - a. Use the password you received to open the file.
  - b. Click "File" on the main menu, then click "Save As."
  - c. In the "Save" dialog, de-select the "Password protect" checkbox.
  - d. Click "Save" to save the file without the password.

The following forms are contained in the single-file electronic version of our leasing forms:

1. **Rental Application.** This two-page form is designed to be printed or copied two-sided so only one sheet of paper is used.
2. **Resources for Background Checks.** You can use this information to perform background checks on prospective tenants before leasing to them.

3. **Statement of Credit Denial, Termination or Change.** If you decline to rent to an individual based wholly or partially on information obtained from a credit bureau report, under federal law you must provide the applicant with this form completed appropriately for the circumstances.
4. **Residential Lease Agreement.** We recommend that this four-page form be printed or copied two-sided so only two sheets of paper are used. Please note there are blanks to be completed in paragraphs 2, 3, 5, 6, 7 and 12. Please contact us if you have questions about how to complete any blanks.
5. **Animal Agreement.** This is a lease addendum that can be used if you decide to allow tenants to keep pets. It coordinates with paragraph 11 of the lease.
6. **Sublease Agreement.** Should you decide to permit subleasing, this Sublease Agreement should be used. Three copies of the Sublease Agreement should be signed, one or you, one for the sublessor(s), and one for the sublessee(s). Note that a complete copy of the original lease should be attached to each copy of the Sublease Agreement.
7. **Lease Guarantee.** This form can be used if you want a lease guaranteed, for example, by the parents of a college-age lessee. You should checkmark the option in paragraph 34(j) of the lease if you want to require guarantee(s).
8. **Lease Renewal.** This form can be used to renew a lease for an additional period without entering into an entire new lease.
9. **Notice of Non-Renewal of Lease.** If you decide you definitely do not want to renew a lease, you can use this form to so notify the tenant(s).
10. **Lead Paint Disclosure.** If the property you are leasing was built before 1978, you are required to give this disclosure. Both you and the lessee(s) should sign this form. A copy should be attached to the lease, with the original being given to the lessee(s). Please note that you should also checkmark the option in paragraph 3 of the lease if the leased premises were built before 1978. Note that this form is in PDF format and must be separately downloaded from the Scott Law Firm website.
11. **Lead Paint Brochure.** If the leased premises were built before 1978, in addition to making the disclosure mentioned in the preceding paragraph, you are required to give the lessee(s) this brochure. Note that this brochure is in PDF format and must be separately downloaded from the Scott Law Firm website. If you prefer, you can also order up to 100 free printed copies of this brochure at a time from Central Regional Center, 230 S. Deerborn St., Room 2944, Chicago, IL 60604-1601, telephone 312-353-8260.)
12. **Security Deposit Guidelines.** You should carefully review these guidelines and keep them handy for future reference. Failure to handle security deposits correctly is one of the most common problem areas for landlords.
13. **Security Deposit Inspection Notice.** Follow the directions in the Security Deposit Guidelines to use this form.
14. **Security Deposit Statement.** Fill out and provide this statement to tenants per the Security Deposit Guidelines.