



## **The Best Practices for Managing Residential Rentals Housing and Credit Counseling, LLC**

*Summary of the Landlord Meeting held June 12<sup>th</sup>*

### **Screening Tips –**

- Find the first qualified tenant – do not pool applicants
- Find a tenant who will respect your property
- Establish standards for tenant screening and document them
- Always provide rules and regulations for applicant review
- It's OK to ask and check for references

### **What should be in the lease?**

- Names of tenants and occupants
- Property address
- Name, address, phone number of landlord/landlord representative
- Rent information: rent amount, due date, method of payment, where to be paid, paid to whom
- Late fee policy
- Lease term
- Security deposit information
- Pet policy
- Lead paint disclosure

### **What should not be in the lease?**

- Entry without notice
- Surrender of personal property
- Waiver of jury trial / Waiver of right to appeal
- Eviction without notice

### **What about Security Deposits?**



- Paid by tenant at beginning of tenancy and held by the landlord until the end of the tenancy
- It is OK to ask for a security deposit for pets
- Security deposits may be used for accrued rent, physical damage beyond normal wear and tear

### **Perform Move-In Inspections**

- Should be done within 5 days of move-in. Make a written record that you each sign
- It is OK to take pictures of what the unit looks like before
- Protects both the landlord and the tenant

### **Landlords and Tenants Rights & Responsibilities**

#### **Landlord**

- Comply with lease terms, state law, local codes
- Maintain systems and provide adequate heat, running water, hot water, trash removal

#### **Tenant**

- Abide by lease terms
- Maintain property
- Notify landlord of needed repairs
- Use appliances properly
- Be a good neighbor

### **3-Day Nonpayment of Rent**

- Kansas law states that the landlord may terminate the rental agreement if rent is unpaid when due and the tenant fails to pay rent within 3 business days

### **Late Rent**

- Kansas law says acceptance of late rent from tenant without reservation by landlord constitutes a waiver of landlord's right to terminate agreement for that breach



### **30-Day Notice of Termination**

- Can be given at the end of a long term lease agreement or in a month to month lease agreement

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**We thank you for your support to the Clyde community!**