

21 Landlord  
New Year's Resolutions  
by P.A. Harris

AOA Consultants get calls daily from our members with a variety of problems; some unfortunately **after** our owners are already in trouble. Please use the below as a guide to easier management, money-saving ideas and to avoid potential legal problems in the New Year. Our goal is your success!

The staff at AOA wishes you a happy, healthy and prosperous 2005!

1. Have AOA search credit and eviction reports on all of your prospective renters.
2. Have a written and legal Resident Manager's agreement.
3. Join AOA – get the help you need with your property.
4. Have your smoke detectors checked every six months per law.
5. Inspect your units regularly for plumbing leaks; preventative maintenance saves you money.
6. Always conduct enter and exit checklist inspections.
7. Serve 3-Day Notices to Pay Rent in a timely fashion – immediately when rent is past due.
8. Call your AOA advisor BEFORE you make that mistake. We're here to help.
9. Make a copy of proper IDs (license, SSN) on all prospective tenants.
10. Check rental applications thoroughly – previous addresses, employment, etc.
11. When rejecting applicants, use the legally required form, available at AOA.
12. Standardize and write down your rental requirements to avoid discrimination lawsuits
13. Keep rejected applicant files for five years and shred when tossing.
14. Do not advertise for resident managers as "Couple Needed" or "Husband & Wife Team" – this is discrimination.
15. Obtain competitive bids to cut expenses.
16. Educate yourself – attend AOA's FREE Trade Show and Educational Conferences
17. Consider accepting pets - many responsible pet owners make great tenants.
18. Use the most updated, current AOA rental forms – toss your old ones.
19. Call AOA Investment Brokers BEFORE you buy or sell an apartment building.
20. Send back security deposits within the legal time frame, with necessary receipts.
21. Update your tenants' information (current employment) (emergency phone numbers)