

Real Estate Forms Portfolio

**A Comprehensive
Collection for
Real Estate
Investors**



**THE PROFESSIONAL EDUCATION INSTITUTE
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REAL ESTATE FORMS PORTFOLIO

Throughout this portfolio, we have provided forms that real estate investors find very useful. These are your master copies. It should be noted, however, that a form cannot replace the advice of a competent legal professional. Therefore, it is recommended that professional advice be sought.

The Professional Education Institute has attempted to provide you with the best forms for the situation. In several instances, more than one version has been provided for use in different circumstances.

These forms are meant to be copied by the students of Carleton Sheets for use in your real estate investing. Simply make photocopies whenever appropriate and fill in the blanks. Other duplication or inclusion within another publication is prohibited unless permission is expressly given by The Professional Education Institute.

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The forms in this portfolio have been collected by Carleton Sheets over his investing career. Everything you need is included to start your own career; from planning and scheduling to agreements and contracts. Most are discussed in the "No Down Payment" course where Carleton describes their use with examples. The following list will help you refer back to the course chapter where you will find specific or general information about each form.

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FORM	PEI PAGE	FORM DESCRIPTION	CHAPTER REFERENCE
Planning And Scheduling			
Weekly Planner	1	Anticipate the time available for your investing activities during the week and record it in this form to schedule their completion.	1
Weekly Priority Schedule	2	Determine the relative importance of things to do and schedule them on this form.	1

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FORM	PEI PAGE	FORM DESCRIPTION	CHAPTER REFERENCE
Analysis Of Property			
Seller Information Form	3	Use this form to record information from telephone discussions with sellers.	7
Buyer's Property Inspection Report	4	Record on-site physical characteristics of properties after prequalifying both the seller and the property.	7
Property Analysis Form	5	This is an on-site form to record financial and other information critical to your investment decision.	7
Cash Flow Analysis	6	Record the information available from the property analysis and your own experience in this form to determine if your investment will be profitable.	9
Property Rehabilitation Analysis	7a/7b	Use this form to determine the cost of fixing up a property to enhance its fair market value for resale or rental.	19
Market Sales Analysis	8	This form reflects the appraisal technique most likely to yield an accurate estimate of fair market value of a single family residence.	9

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FORM	PEI PAGE	FORM DESCRIPTION	CHAPTER REFERENCE
Acquiring Property			
Agreement For Deed	9	Also known as a Land Contract, it is a contract between a buyer and seller where the buyer pays the seller on an installment basis. When paid off, the seller deeds the property to the buyer.	13
Real Estate Sales Contract	10a/10b 10c/10d	To be used for making offers which become a contract upon sellers acceptance. Do not use this form to sell your property.	18
Addendum	11	This form is used for the inclusion of additional terms and conditions in a Sales Contract.	18
Deposit Note	12	Initial deposit on sales contract (earnest money).	13
Attorney Approval	13	If both parties sign this form, it gives their attorneys the right to make specific changes to the contract that are mutually acceptable.	18
Quit Claim Deed	14	Use this deed to clear a title for transfer of ownership.	18
Closing Statement	15	A form of agreement between the buyer and seller that provides for the distribution of sale proceeds and allocation of prepaid expenses of ownership.	
Bill Of Sale	16	Because a deed only transfers real property, this form is used to convey personal property.	18
Affidavit And Memorandum Of Agreement	17	This form allows you to put a document on public record without fully disclosing its content.	13

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FORM	PEI PAGE	FORM DESCRIPTION	CHAPTER REFERENCE
Finance			
Installment Note	18	This is a note evidencing the debt that is collateralized by a mortgage or deed of trust.	18
Mortgage	19 abcde	Collateralization of mortgage note.	18
Mortgage Loan Record	20	Use a Mortgage Loan Record to keep track of periodic payments made on a note that is collateralized by a mortgage.	18
Promissory Note	21	A document evidencing a general, usually unsecured, debt.	18

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FORM	PEI PAGE	FORM DESCRIPTION	CHAPTER REFERENCE
Lease/Rental			
Rental Application	22	This form holds information from potential tenants that a landlord uses to evaluate tenant worthiness.	21
Month-To-Month Rental Agreement	23	For short-term tenancies and/or potential trouble tenancies, this form can be terminated more easily than a long-term lease.	21
Residential Lease With Option To Purchase	24a/24b	Use this lease form when a tenant is renting to eventually purchase a property.	15
Residential Lease/Rental Agreement	25a/25b	A lease form used for general residential purposes.	21
Pet Agreement And Waterbed Agreement	26 & 27	If tenants own pets or have a waterbed that could cause potential damage, these agreements protect the landlord from financial loss.	21

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FORM	PEI PAGE	FORM DESCRIPTION	CHAPTER REFERENCE
Property Management			
Move In/Move Out Form	28a/28b	Landlord and tenant sign this form to agree about the condition of the premises at the time of possession and to the date it is vacated.	21
Monthly Income Record And Expense Allocation Summary	29 & 30	Use these forms to record the original posting of income and expenses for bookkeeping purposes.	21
Extension Of Lease	31	To extend the term of an existing lease.	21
Permission To Sublet	32	This form is used by a landlord authorizing a tenant to sublease space to a specific subtenant.	21
Tenant's Mandatory Notice To Landlord Of Intention To Vacate	33	If the lease permits a tenant to vacate the property during the term of the lease, this form is used to allow the landlord time to search for another tenant.	21
Notice Of Overdue Rent	34	This form notifies a tenant that the rent plus a penalty is past due.	21
Payment Agreement	35	The tenant formally acknowledges the rent due and commits to pay in this agreement. It allows the landlord to change locks without going through eviction.	21
Landlord's Five-Day Notice	36	This is an initial document in the eviction procedure. It is the notice used in most states as the first step in evicting a defaulted tenant.	21
30-Day Notice To Terminate Tenancy	37	The landlord uses this form to demand that the tenant vacate the premises	21

WEEKLY PLANNER

WEEK BEGINNING _____ THROUGH _____

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00							
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