

# PURCHASE OPTION FORMS CD-ROM CONTENTS AND DESCRIPTION

## I. Lease Option Forms

### A. Forms When Buying

#### 1. Additional Insured Agreement

*Used when you are buying a property from a seller on a lease option to have them add you the investor as an additionally insured party (as well as giving the agent permission to discuss the insurance needs of the property with you.)*

#### 2. Agreement to Sell Real Estate (Pro Buyer)

*This is the pro-investor/buyer document used when you are buying a property from a seller for a cash sale, subject to deal, owner carry deal, or a big money cash close.*

#### 3. Agreement to Sell Real Estate (Foreclosure Deal in CA)

*If the seller is technically in foreclosure (which means the Notice of Default has been filed by the lender) then in California you must follow the "Equity Purchase" laws that protect homeowners in foreclosure. This includes the use of specific clauses in specific font size and format in your purchase contract, etc. Please see our "Buying Foreclosures Without Cash Or Credit" home study course for more details.*

#### 4. Agreement to Sell Real Estate (Foreclosure Deal Non-CA)

*This is the agreement that you use when buying a property that is technically in pre-foreclosure or foreclosure. It has special clauses that protect you, the Investor, from claims by the Seller that you took unfair advantage of him/her.*

#### 5. All Inclusive Trust Deed (Pro Buyer)

*Used to "wrap" a loan when you the investor are buying a property subject to the existing financing and the seller wants extra protection to make sure you'll make the mortgage payments. Only use if your seller insists.*

#### 6. Appointment of Successor Trustee of Land Trust

*Used to establish who will be the next trustee of the land trust in the event the first trustee is no longer able to perform this role.*

#### 7. Assignment of Beneficial Interest of Land Trust

*With this form, a beneficiary of a land trust can pass his or her interest to someone else without the need for a deed which would become a part of the public record.*

#### 8. Assignment of Redemption Rights (Pro-Buyer)

*Use this form to have a Seller in foreclosure assign his redemption rights over to you, the Investor, so you can reinstate the loan.*

A. Forms When Buying, continued

9. Authorization to Release Information (Lease Option Deals)

*Form that the Seller signs to allow banks, credit companies, etc. to release information about his loans.*

10. Authorization to Release Information (Subject to Deals)

*Form that the Seller signs to allow banks, credit companies, etc. to release information about his loans.*

11. Authorization for Direct Payments

*Used when buying a property on a lease option to protect yourself in the case that the seller insists you pay them and not the lender. It lets the investor pay any third party directly if the seller misses a payment to them but had received payment from the investor. It also provides for a 3 for 1 credit for making up any of this arrearage.*

12. CA Mandatory Five Day Right of Cancellation Form for Foreclosures

*Used when a seller is in default on the loan and the lender has started a foreclosure in the state of California ONLY.*

13. Change of Address Form

14. Checklist Buying Subj to Using Land Trust

15. Colorado Performance Deed of Trust

*Used to lock in your option in Colorado. Note the use of the "Public Trustee" which is something used in Colorado with all deeds of trust.*

16. Cover Letter for Escrow Closing Packet to Seller

17. CYS letter (Subject to Deals)

*Cover yourself letter to use on all subject to deals with seller.*

18. Escrow Document Checklist (Lease Option)

*Checklist to make sure you have all your documents needed to close your lease option deal.*

19. Escrow Instructions for Lease Option Delayed Closing

*Used to create an escrow to hold the documents for delayed closing on a lease option transaction when you are buying a house on a lease option.*

A. Forms When Buying, continued

20. Good Faith Lending Estimate

*Given to potential borrowers of home loans by lenders during the loan application period. It is an estimate of the closing costs, loan processing fees, monthly principal and interest payments.*

21. Grant Deed (California)

22. HUD 1 Settlement Statement

*The HUD-1 is a form used by the closing agent to itemize all charges imposed upon a borrower and seller for a real estate transaction. It gives each party a complete list of their incoming and outgoing funds.*

23. ILC Pro Buyer

24. ILC Addendum (Pro Buyer)

25. Land Trust Agreement

*Used to create a land trust (a type of revocable trust for holding title to real property). This document is most commonly used when buying a property subject to the existing financing.*

26. Lease Option Agreement Pro Investor (Louisiana)

*Used on lease option deals in Louisiana.*

27. Letter to Lender (Subject to)

*Sample letter for the seller to inform the lender that for "financial planning purposes" they have decided to put their property into a trust. Helps lower the odds of the loan getting called due while at the same time makes it easier for you the investor to have full access to speak with and deal with the lender.*

28. Market Analysis of Investors Area

*Blank form to conduct a market analysis of your farm area.*

29. Memorandum of Agreement

*Used to put a cloud on the chain of title for any deal you have (e.g. a purchase contract, etc.)*

30. Memorandum of Option

*Used to put a cloud on the chain of title for any lease option deal you have where you are the BUYER.*

## A. Forms When Buying, continued

### 31. Option to Purchase Redemption Rights

### 32. Order for Full Reconveyance

*Document used to "erase" the performance deed of trust you used to lock in your option. It asks the trustee of the deed of trust to "reconvey" (i.e. give title back to by erasing the lien) to the motivated seller.*

### 33. Performance Deed of Trust (Generic)

*Used to secure your option by creating an actual lien against the property that secures the motivated seller's performance on the terms and conditions of your option. This is the standard document used although you can have an attorney modify it into a "short form" version if you prefer.*

### 34. Performance Deed of Trust (Washington)

*Used to lock in your option in Washington. Note the use of the "short form" formatting which is something that can be used in most other deed of trust states. What it does is take the HARD, COLD language of a full version deed of trust out of this version, but incorporates and binds the seller to the tough language anyways by referencing something call a "fictitious deed of trust" (which is just a generically document that has been recorded in each county in each state that uses them which contains the standard deed of trust language.) This is an sophisticated way of making your escrow documents with a motivated seller flow smoother. You'll need an experienced real estate attorney help you format one for your state.*

### 35. Performance Deed of Trust San Diego (Short Form)

*This is a short form version of a performance deed of trust set up for San Diego County. It is similar to the short form deed of trust set up for Washington, just that it is only used in San Diego.*

### 36. Permission to Market Property

*Used after you sign up a property from a motivated seller to both psychologically commit them to the deal AND to give you the investor permission to start marketing the property for resale, rent or rent-to-own.*

### 37. Property Information Form

*One-page form to help you track information about the property you are looking at buying.*

### 38. Purchase Agreement to Escrow for Lease Option Deals

*This is the document used to spell out the details of how you will close on your option when and if you exercise your option. This is for use when you are setting up your delayed escrow for a lease option deal when you are the BUYER.*

A. Forms When Buying, continued

39. Quitclaim Deed

*A deed that transfers whatever interest or title a grantor may have, without warranty.*

40. Residential Lease Purchase Agreement (Pro Buyer)

*This is the standard lease option contract to use when buying a property from a motivated seller on a lease option.*

41. Residential Lease Purchase Agreement(Filled in Sample)

*This is a sample of how this document looks when it is filled in.*

42. Sales Comparables Survey

*Form to help you when determining the value of a property.*

43. Sample Letter to Insurance Company (Subject to)

44. Warranty Deed (Generic)

*A deed which guarantees the title from the seller to the buyer.*

45. Warranty Deed (Colorado)

46. Warranty Deed (Georgia)

47. Warranty Deed (Ohio)

48. Warranty Deed to Trustee

*Deed used to convey title to trustee of a land trust in some states. Most commonly you'll either use a "Quit Claim Deed" to transfer the property into the land trust (done if YOU as an individual were the one who owned the property prior to putting it into the land trust) or using the standard type of deed used in your state (e.g. Grant Deed in California, Grant, Bargain and Sale Deed in Nevada, General Warranty Deed, Colorado, etc.) if it you having the SELLER transfer title into the land trust. The reason for this difference is that you want the "warranties" that come with the better type of deed versus a weak old Quit Claim Deed when the seller is giving it to you.*

## B. Forms When Selling/Renting

### 49. All Inclusive Trust Deed (Pro Seller no Money Owed)

*Used to "wrap" a loan when you the investor sell a property subject to the existing financing to a buyer who does not owe you any more money.*

### 50. All Inclusive Trust Deed (Pro Seller with Money Owed)

*Used to "wrap" a loan when you the investor sell a property subject to the existing financing to a buyer who still owes you more money (which you have carried back as a "second" or "third" mortgage). NOTE: You'll also need a Promissory Note to spell out the terms of the loan you've made to your buyer.*

### 51. As is Purchase Contract (Pro Seller)

*This document is used when you are selling a property in as is condition to a buyer. It can also be used if a tenant buyer chooses to exercise their option to purchase.*

### 52. Assignment of Contract (Pro Assignor)

*Used when you sell (assign) your interest in a deal to another investor.*

### 53. California Tenant Landlord Legal Guide

*74-page document explaining the legalities of being a Landlord in California.*

### 54. CYS Assignment Release of Liability

*Used when you assign a contract to have both parties release you from further liability. "CYS" just stands for "cover yourself".*

### 55. EPA Protecting Your Family from Lead in the Home

*16-page document published by the EPA about protecting your family from lead in the home.*

### 56. Lead Paint Disclosure Form

*Required on homes built prior to 1978 to let the buyer know about the risks of lead-based paint and also if any is present in the home.*

### 57. Pro Lender Promissory Note

*Used when lending money to a buyer or other party. This document favors the LENDER (who most likely will be you in this case.)*

### 58. Property Accounting Report

*A form to help you keep track of expenses on your properties.*

B. Forms When Selling/Renting, continued

59. Property Expense Setup Form

*A form to help you determine income minus expenses on your properties.*

60. Property Paperwork Setup Form

61. Rent Credit Analysis

62. Rent Survey Form & Instructions

*A guide to help you complete a rent survey.*

63. Rent-to-Own worksheet

*Worksheet to use with your tenant buyer to show him/her the actual cost of the property using rent-to-own. It allows you to show several options, with different amounts of rent credit and rent.*

64. Tenant Buyer Checklist

*Checklist to help you go through all the steps to find your tenant buyer.*

65. Tenant Buyer Deposit to Hold Property

*Form to use when you collect your deposit from your tenant buyer.*

66. Tenant Buyer Lease

*Rental agreement to use with your tenant buyer.*

67. Tenant Buyer Option Agreement

*Used when selling a house on a rent-to-own basis.*

## C. Power of Attorney Forms

*This is a legal document that enables an individual to designate another person, called the attorney in fact, to act on his/her behalf as long as the individual does not become disabled or incapacitated. We have included several versions of this document for your use.*

1. Limited Power of Attorney (California)
2. Limited Power of Attorney (Generic for states needing 1 witness)
3. Limited Power of Attorney (Generic for states needing 2 witnesses)
4. Limited Power of Attorney (Generic for states needing NO witness)
5. Limited Power of Attorney (Wisconsin)

## II. Sample Marketing Materials

1. Direct Mail Foreclosure Campaign (Letter One)  
*First letter in a series of three directed toward owners who are in foreclosure.*
2. Direct Mail Foreclosure Campaign (Letter Two)  
*Second letter in a series of three directed toward owners who are in foreclosure.*
3. Direct Mail Foreclosure Campaign (Letter Three)  
*Third letter in a series of three directed toward owners who are in foreclosure.*
4. Flyer (Motivated Seller)  
*Sample flyer to hand out or bring door to door when finding motivated sellers.*
5. Leaflet (Motivated Seller)  
*Sample brochure to hand out or bring door to door when finding motivated sellers.*
6. Letter (Out of Town Seller)  
*Sample letter to use with out-of-state owners when trying to find motivated sellers.*
7. Postcard (Out of Town Seller)  
*Sample postcard to use with out-of-state owners when trying to find motivated sellers.*
8. Postcards (Motivated Seller)  
*Sample postcards to use when trying to find motivated sellers.*

### III. Tax Forms

A. IRS Form 1099 Interest

B. IRS Form 1098

### IV. Apartment Building Forms

1. Agreement Regarding Use of Waterbed (California)
2. Agreement Regarding Use of Waterbed (Generic)
3. Bad Tenant Increase Letter
4. Common Area Inspection Form
5. Consent to Background and Reference Check
6. Disclosures by Landlord or Agent for Landlord
7. Disclosures by Property Owner(s)
8. Due Diligence
9. Free Special Report for Sellers
10. Landlord-Tenant Checklist
11. Maintenance Form
12. Move Out Notice
13. Notice of Belief of Abandonment (California)
14. Notice of Belief of Abandonment (Generic)
15. Notice of Change of Terms of Tenancy (California)
16. Notice of Change of Terms of Tenancy (Generic)
17. Notice of Intent to Enter Dwelling Unit (California)
18. Notice of Intent to Enter Dwelling Unit (Generic)
19. Notice of Reinstatement of Terms of Tenancy (California)
20. Notice of Reinstatement of Terms of Tenancy (Generic)
21. Notice of Sale of Real Property and of Transfer of Security (Generic)
22. Notice of Sale of Real Property and of Transfer of Security(California)
23. Notice to Serve 3 Day Notice and Begin Eviction Proceedings
24. Offer to Purchase apartment buildings

#### IV. Apartment Building Forms, continued

25. Onsite Helper Agreement
26. Onsite Manager Daily Activity Form
27. Property Evaluator Form
28. Property Info Form
29. Purchase Option Master Lease
30. Resident Begin Eviction Letter
31. Resident Cable TV Install Agreement
32. Resident Check References
33. Resident Friendly Eviction Letter
34. Resident Keep Security Deposit Form
35. Resident Lease
36. Resident Move Out Form
37. Resident Rental Application
38. Resident Rules
39. Resident Terminate Lease Letter
40. Resident We're the new owners letter
41. Residential Rental Property Manager Agreement v.2
42. Residential Rental Property Manager Agreement
43. Security Deposit Itemization (California)
44. Security Deposit Itemization (Generic)
45. Seller notify tenant of sale letter
46. Tenant References
47. Three-Day Notice to Pay Rent or Quit (California)
48. Three-Day Notice to Pay Rent or Quit (Generic)
49. Three-Day Notice to Perform Covenant or Quit (California)
50. Three-Day Notice to Perform Covenant or Quit (Generic)
51. Three-Day Notice to Quit (California)
52. Three-Day Notice to Quit (Generic)
53. Unit Inspection Form
54. Warning Notice (Complaints From Neighbors-Residents)