

The FutureLaw Landlord Property Management Team brings a full array of legal skills and decades of experience in providing advice to landlords and property managers on a broad scope of property management and landlord-tenant issues, defending and resolving state and federal fair housing claims, and advising on labor and employment issues.

We believe that the proactive approach of establishing strong policies, procedures and forms at the outset is the best way to avoid legal problems down the road. However, should questions or problems arise, our attorneys can help you address the issue all the way from the initial consultation, up to and including defending you against any claims for liability, and enforcing any and all rights and remedies you may have under any insurance policies.

FutureLaw Property Management Services include:

I. Flat-Fee Retainer for General Advice/ Hourly Billing

FutureLaw maintains relationships on a retainer basis with many of its property management clients for general consultation and advice on an ongoing basis. This allows landlords to budget a fixed amount for their annual legal expenses. The arrangement also permits our attorneys to proactively help landlords avoid problems to the maximum extent possible, and to effectively resolve issues should they arise. Depending on a client's needs and preferences, any or all of the above services, such as lease preparation or training, can be incorporated into the retainer relationship, with legal costs to be spread evenly throughout the year. FutureLaw can also provide hourly rates upon request for representation.

II. General Property Management Services

Advise clients on all types of property management matters, including: routine landlord-tenant questions, managing agent issues, fair housing concerns, reasonable accommodation and accessibility issues, lease questions, mold and other property conditions, and all kinds of landlord policies and procedures.

III. Lease

New Lease, process to include:

- Initial consultation to discuss Lease provisions
- Prepare draft of Lease
- Revise Lease after client review
- Discuss revisions with client
- Put Lease into final form

Lease Addenda, as applicable

- Mold Addendum
- Damage Addendum
- Concession Addendum
- Roommate Addendum
- Pet Addendum
- Submetering Addendum
- Airport Noise Addendum

FutureLaw will also provide:

- Annual update of existing Lease on FutureLaw form
- Other updates of existing Lease on FutureLaw form
- Prepare new lease or update existing lease using client form

IV. Other Forms

- Procedures manual for court work
- Rental selection criteria
- Move-in inspection form
- Tenant consent form
- Lead-based paint acknowledgement
- Military waiver
- Satellite dish policy
- Employee occupancy license
- Rules and regulations

Rental Applications, including:

- Supplemental application regarding citizenship
- Statement regarding disposition of application deposits

Tenant Notices and Forms:

- Lease violation notices
- Termination notices
 - End of term
 - Early termination
 - Casualty damage
 - Military
- Abandoned property notices
- Notice upon death of a tenant
- Reasonable accommodation policy and request form
- Foreclosure package

V. Risk Mitigation

Mold risk mitigation package:

Mold risk mitigation package is especially critical as multiple safe harbors exist for the benefit of landlords to protect them against mold liability. However, if the landlord fails to take advantage of such safe harbors, insurance coverage for mold issues is generally not available, thus exposing the landlord to potentially catastrophic damages. Mold Risk Mitigation Package

Lead-based paint risk mitigation package

Premises liability

VI. Audits

DPOR audit for compliance with real estate licensing regulations

Insurance audit, focusing on potential gaps in coverages and exclusions.

VII. Training

Lease: new Leases and updates to existing Leases.

Individualized training on any other forms, and/or risk mitigation areas.

Landlord-Tenant Law

FutureLaw is licensed as a real estate school, has approved courses for continuing education for real estate licensees and has licensed real estate instructors.

Fair Housing

FutureLaw is licensed as a fair housing school, has

approved fair housing courses and has licensed fair housing instructors.

VIII. Administrative Proceedings

Represent and defend clients against claims before the fair housing board, real estate board and other regulatory boards and commissions, as applicable.

IX. Litigation

Represent and defend landlord and property manager clients against any property management-related claims, such as fair housing, mold, lead-based paint and premises liability.

Represent clients to determine the existence and extent of any insurance coverage, as well as assisting clients with filing proper claims in order to protect the clients' rights under its policies of insurance. If necessary, FutureLaw can seek judicial enforcement of its clients' rights under its insurance policies, as well as seeking any damages to which the client is entitled.

X. Telecommunications

Coordinate Request for Proposal process for solicitation of telecommunications vendor(s) for provision of television, voice and internet services.

Draft and negotiate provider agreements and licenses.

Provide general advice regarding cable and other Federal Communications Commission rules and regulations.

If you are a landlord or property manager and would like further information, please see www.futurelaw.net or contact Barrie Bowers, coordinator of the Landlord Property Management Team at bbowers@futurelaw.net or 804-726-2402. Other members of our team include Chip Dicks, Jerry Booth and Ann Mink.