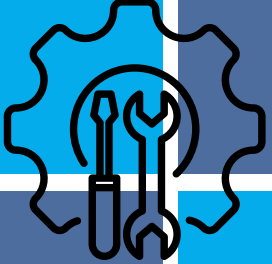
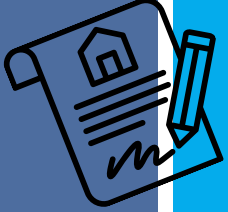


# 10 Must Have Documents EVERY LANDLORD NEEDS



## **LEASE AGREEMENT TEMPLATE.**

A customizable, North Carolina-compliant lease agreement to protect both you and your tenants from day one.

## **MOVE-IN/MOVE OUT CHECKLIST.**

A detailed checklist to document property condition at move-in and move-out, helping avoid disputes and ensure accountability.

## **RENT COLLECTION POLICY.**

A clear rent collection policy sets expectations for due dates, payment methods, and late fees.

## **MAINTENANCE REQUEST FORM.**

A simple maintenance request form ensures tenants can easily report issues, helping you track and address repairs promptly.

## **EVICITION PROCESS TIMELINE.**

A step-by-step eviction timeline outlining North Carolina laws to help landlords navigate the process legally and efficiently.

## **PROPERTY INSPECTION CHECKLIST.**

A thorough property inspection checklist helps you manage maintenance, tenant compliance, and protect your investment.

## **EMERGENCY CONTACT SHEET.**

An emergency contact sheet provides quick access to essential contacts, ensuring prompt responses during urgent property issues.

## **VENDOR CONTACT LIST.**

A vendor contact list keeps all your trusted service providers organized and easily accessible for timely repairs and maintenance.

## **ANNUAL BUDGET WORKSHEET.**

An annual budget worksheet helps plan and track income and expenses to maintain a profitable and well-managed property.

## **TENANT WELCOME LETTER.**

A tenant welcome letter sets a positive tone by providing important move-in information and fostering a good relationship.

# NC COMMERCIAL LEASE AGREEMENT TEMPLATE

This Commercial Lease Agreement ("Agreement") is made as of [Date], by and between:

**Landlord:**

Name: [Landlord Name]  
Address: [Landlord Address]  
Phone: [Landlord Phone]  
Email: [Landlord Email]

**Tenant:**

Name: [Tenant Name]  
Business Name: [Tenant Business Entity, if applicable]  
Address: [Tenant Address]  
Phone: [Tenant Phone]  
Email: [Tenant Email]

**1. Premises**

Landlord leases to Tenant the commercial space located at [Full Address], consisting of approximately [\_\_] square feet (the "Premises").

**2. Term**

The Lease Term shall commence on [Start Date] and expire on [End Date], unless terminated or extended in accordance with this Agreement.

**3. Base Rent & Escalation**

Tenant agrees to pay monthly Base Rent of \$[Amount], due on the 1st of each month. Beginning [First Anniversary Date], Base Rent shall increase annually by [\_\_\_\_]% or by the percentage increase in the CPI-U (U.S. City Average), whichever is greater. Landlord will provide notice of adjustment 30 days prior to implementation.

**4. Security Deposit**

Tenant shall pay a Security Deposit of \$[Amount] upon signing. This deposit will be held in accordance with N.C.G.S. § 42-50 and may be applied toward damages, unpaid rent, or other lease violations. It will be refunded (less deductions) within 30 days of lease termination.

**5. Use of Premises**

The Premises shall be used exclusively for [Specific Business Use, e.g., "retail sales of clothing"] and for no other purpose without written consent from Landlord. Tenant shall not engage in any activity that violates zoning or environmental laws or becomes a nuisance.

**6. Personal Guarantee (Optional but Recommended)**

If Tenant is a corporate entity, [Name of Guarantor] agrees to personally guarantee the Tenant's obligations under this Lease. See attached Personal Guarantee Addendum.

**7. Maintenance and Repairs**

- Tenant: Responsible for all maintenance and repairs to the interior of the Premises, including HVAC, plumbing, electrical, fixtures, and janitorial services.
- Landlord: Responsible for structural repairs (foundation, roof, exterior walls) unless damage is caused by Tenant.
- Tenant must enroll in a preventative HVAC maintenance contract and provide proof to Landlord.

## **8. Taxes and Insurance**

- Taxes: Tenant shall pay its proportionate share of property taxes, as billed by Landlord, within 15 days of invoice.
- Insurance: Tenant shall maintain general liability insurance with limits of no less than \$1,000,000 per occurrence, and property insurance covering personal contents and leasehold improvements. Landlord shall be named as additional insured. Proof of coverage is required annually.

## **9. Common Area Maintenance (CAM) & Operating Expenses**

Tenant shall pay a proportionate share of CAM and operating expenses, including landscaping, parking lot maintenance, exterior lighting, insurance, property management, and real estate taxes. CAM charges shall be reconciled annually with supporting documentation provided to Tenant.

## **10. Alterations & Tenant Improvements**

Tenant shall not make any alterations or improvements without prior written approval of Landlord. Approved alterations shall become the property of Landlord unless otherwise agreed. Tenant may be required to restore Premises to original condition upon lease termination.

## **11. Entry & Inspection**

Landlord may enter the Premises with 24 hours' notice (except in emergencies) to inspect, perform repairs, or show to prospective tenants or buyers.

## **12. Signage**

Tenant shall not place any signage without Landlord's prior written consent. All signage must comply with local ordinances and shopping center/property guidelines.

## **13. Sublease & Assignment**

Tenant may not assign or sublease the Premises, in whole or part, without prior written consent of Landlord. Consent may be withheld at Landlord's discretion.

## **14. Legal Compliance & Environmental Matters**

Tenant shall comply with all federal, state, and local laws, including ADA and environmental laws. Tenant shall not store or dispose of hazardous materials on the Premises and agrees to indemnify Landlord for any related liability.

## **15. Default and Remedies**

If Tenant fails to pay rent or breaches any provision, Landlord may terminate this Lease with 10 days' notice and pursue remedies, including accelerated rent, eviction, damages, and legal fees.

## **16. Indemnification**

Tenant shall indemnify and hold Landlord harmless from any claims, damages, or liabilities arising out of Tenant's use or occupancy of the Premises, including attorney fees.

## **17. Quiet Enjoyment**

Upon payment of rent and performance of obligations, Tenant shall have the right to peaceful possession of the Premises during the Lease Term.

## **18. Renewal Options (Optional)**

Tenant shall have the option to renew this Lease for [One/Two] additional []-year term(s) with written notice provided at least 90 days before lease expiration. Rent for each renewal term shall increase by []% or fair market value, whichever is greater.

**19. Subordination and Estoppel**

Tenant agrees this Lease is subordinate to any current or future mortgage or deed of trust. Tenant agrees to sign estoppel certificates upon request, affirming the status of the lease.

**20. Governing Law**

This Lease shall be governed by the laws of the State of North Carolina. Venue for any dispute shall be in the county where the Premises is located.

**Signatures**

**Landlord:**

Signature \_\_\_\_\_  
[Print Name] \_\_\_\_\_  
Date: \_\_\_\_\_

**Tenant:**

Signature \_\_\_\_\_  
[Print Name] \_\_\_\_\_  
[Title if Business] \_\_\_\_\_  
Date: \_\_\_\_\_

## MOVE-IN/MOVE OUT CHECKLIST

SITE NAME / ADDRESS	
PREPARED BY	DATE

[illegible]

TASK / ITEM		CONDITION / COMMENTS
RESTROOMS		
	WALLS	
	TRIM	
	WAINSCOT	
	PAINT	
	PAPER	
	FLOORS	
	BASEBOARD	
	WINDOWS	
	GLASS	
	MIRRORS	
	DOORS	
	LOCKS / HARDWARE	
	CEILING	
	LIGHTING	
	LIGHTING SWITCHES	
	ELECTRICAL OUTLETS	
	VENTILATION	
	SINKS	
	RUNNING WATER	
	TOILETS	
	URINALS	
	PLUMBING	
	DIVIDERS	
	WASTEBASKETS	
	VANITY / SHELF	
	SOAP DISPENSER	
	SANITIZER DISPENSER	
	TOWEL DISPENSER	
	HAND DRYING UNIT	
	PRODUCT DISPENSER	
	CHANGING TABLE / UNIT	
	SIGNAGE	
	BUILT-INS	

TASK / ITEM		CONDITION / COMMENTS
GENERAL OFFICE AREA		
	WALLS	
	TRIM	
	WAINSCOT	
	PAINT	
	PAPER	
	FLOORS	
	BASEBOARD	
	WINDOWS	
	GLASS	
	DOORS	
	LOCKS / HARDWARE	
	CEILING	
	LIGHTING	
	LIGHTING SWITCHES	
	ELECTRICAL OUTLETS	
	PHONE JACKS	
	INTERNET PORT	
	CABINETY	
	SIGNAGE	
	EMERGENCY / INSTRUCTIONAL SIGNAGE	
	BUILT-INS	
	CLOSETS / COAT HOOKS	
	HEAT	
	A/C	
	VENTILATION	
TASK / ITEM		CONDITION / COMMENTS
CORRIDORS / HALLWAYS		
	WALLS	
	TRIM	
	WAINSCOT	
	PAINT	
	PAPER	
	FLOORS	

[illegible]



	ELECTRICAL OUTLETS	
	PHONE JACKS	
	INTERNET PORT	
	CABINETRY	
	SIGNAGE	
	BUILT-INS	
TASK / ITEM		CONDITION / COMMENTS
OFFICE / ROOM 2		
	WALLS	
	TRIM	
	WAINSCOT	
	PAINT	
	PAPER	
	FLOORS	
	BASEBOARD	
	WINDOWS	
	GLASS	
	DOORS	
	LOCKS / HARDWARE	
	CEILING	
	LIGHTING	
	LIGHTING SWITCHES	
	ELECTRICAL OUTLETS	
	PHONE JACKS	
	INTERNET PORT	
	CABINETRY	
	SIGNAGE	
	BUILT-INS	

[illegible]

ADDITIONAL COMMENTS	

TENANT	INSPECTOR

# RENT COLLECTION POLICY

## 1. Rent Due Date

- Rent is due on the first (1st) day of each month.
- If the 1st falls on a weekend or legal holiday, rent is still due on that date unless otherwise specified in the lease.

## 2. Acceptable Forms of Payment

- Rent may be paid via:
  - ACH transfer (preferred)
  - Online payment portal (if applicable)
  - Mailed check (postmarked by the due date)
  - Certified funds (if required due to prior payment issues)

Cash is not accepted.

## 3. Grace Period

- A 5-day grace period is allowed per North Carolina law (NCGS § 42-46).
- Rent received after the 5th is considered late and subject to late fees.

## 4. Late Fees

- A late fee of 5% of the monthly rent will be charged for rent not received by the end of the grace period.
- Continual late payments may lead to lease default.

## 5. Returned Checks

- A fee of \$35 will be charged for any returned checks (per NCGS § 25-3-506).
- After two returned checks, all future payments must be made via certified funds.

## 6. Application of Payments

- Payments will be applied in the following order:
  - a. Late fees
  - b. Legal fees (if applicable)
  - c. Repair charges or other lease charges
  - d. Past due rent
  - e. Current rent

## 7. Failure to Pay

- If rent is not received within 10 days of the due date, we may begin summary ejectment proceedings (eviction) in accordance with NC law.
- Tenant is responsible for all court costs, attorney's fees (if applicable under the lease), and related charges.

## 8. Communication

- All rent-related questions or disputes must be submitted in writing.
- If a tenant anticipates difficulty in paying rent, they should notify the landlord or property manager before the due date.

# MAINTENANCE REQUEST FORM

Property Name / Address: \_\_\_\_\_

Tenant Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Unit/Suite #: \_\_\_\_\_

**1. Description of the Issue**

(Please describe the problem in detail, including the location within the unit and any urgency.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Access Instructions**

- ☐ Maintenance can enter with key
- ☐ Call before entry
- ☐ Other: \_\_\_\_\_

Best time to enter unit (business hours only): \_\_\_\_\_

**3. Priority Level**

- ☐ Emergency (e.g., flooding, no power, major safety issue)
- ☐ Urgent (e.g., HVAC issue, plumbing issue, non-functioning door)
- ☐ Routine (e.g., minor repairs, non-urgent maintenance)

**4. Supporting Photos**

- ☐ Photos attached (if submitting digitally)

**5. Authorization**

By submitting this request, I authorize the property management or maintenance team to enter the premises during business hours as instructed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit this form to:

[Your Property Management Company Name]

Email: [maintenance@yourcompany.com]

Phone: [XXX-XXX-XXXX]

Online Portal: [Insert link if applicable]

# EVICTON PROCESS TIMELINE

## North Carolina Eviction Timeline

On average, it should take about **1 month to 3 months** for a complete North Carolina eviction process. This does not include the additional time it will take for an appeal to be filed.

Steps of the Eviction Process	Average Timeline
Issuing an Official Notice	2 days-30 days
Issuing and Serving of Summons and Complaint	5 days
Tenant Files for Appearance	20 days
Court Hearing and Judgment for Possession	7-30 days
Issuance of Writ of Possession (if you win)	10 days
Return of Rental Unit	A few hours to 5 days

## The Eviction Process Step-by-Step

The eviction process in North Carolina involves several steps that landlords must follow:

### 1. Serve Proper Notice to Vacate

The first step is for the landlord to provide proper written notice to the tenant that they must vacate the property. The notice must state the reason for eviction and give the tenant a certain number of days to move out or fix the issue before the eviction proceeding can begin.

For nonpayment of rent, the notice must give the tenant 10 days to pay the rent or vacate. For other lease violations, the notice period is generally 7 days. Specific notice requirements depend on the reason for eviction.

### 2. File a Complaint

If the tenant fails to comply with the notice, the landlord can file a formal complaint, called a Summary Ejectment Complaint, at the small claims court in the county where the rental property is located. This complaint explains why the tenant is being evicted and requests a court-ordered eviction.

The landlord must properly serve the complaint to the tenant. This can be done by having the sheriff deliver it or posting it on the property and mailing a copy.

### 3. Attend the Court Hearing

The court will schedule a summary ejectment hearing, usually within 7-14 days. Both the landlord and tenant must appear in court.

At the hearing, both sides will be able to present evidence and call witnesses. If the judge rules in favor of the landlord, they will issue a judgment for possession.

If the tenant wins, the eviction is dismissed. The tenant can remain in the property.

#### **4. Obtain a Writ of Possession**

If the landlord wins the case, the next step is to obtain a Writ of Possession from the court. This document authorizes the sheriff to evict the tenant.

The landlord must ask the court clerk to issue the Writ of Possession and pay a fee. The sheriff's office will then serve the tenant with the writ and schedule the eviction.

#### **5. The Eviction**

On the scheduled eviction date, the sheriff will arrive to supervise the process of removing the tenant and their belongings from the property if the tenant has not vacated.

The landlord cannot conduct a "self-help" eviction by changing the locks or removing the tenant's property without a sheriff present. This is illegal.

After the eviction, the landlord legally regains possession of the property.

# PROPERTY INSPECTION CHECKLIST

Property Address: \_\_\_\_\_  
Unit/Suite #: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_  
Inspector Name: \_\_\_\_\_  
Tenant Name(s): \_\_\_\_\_

**Inspection Type (check one):**  
☐ Move-In   ☐ Move-Out   ☐ Routine   ☐ Annual   ☐ Complaint-Based   ☐ Other: \_\_\_\_\_

## GENERAL PROPERTY INFORMATION

Item	Condition (Good/Fair/Poor)	Notes / Repairs Needed
Exterior / Curb Appeal	_____	_____
Entry Doors & Locks	_____	_____
Smoke/CO Detectors	_____	_____
Electrical Outlets/Switches	_____	_____
HVAC / Thermostat Function	_____	_____
Plumbing Fixtures	_____	_____
Lighting	_____	_____
Windows / Screens	_____	_____
Floors / Carpets	_____	_____
Walls / Paint	_____	_____
Ceilings	_____	_____
Appliances (if included)	_____	_____
Restrooms	_____	_____
Kitchen / Breakroom	_____	_____
Roof / Ceiling Leaks	_____	_____
Pest Evidence	_____	_____
Safety Hazards Observed	_____	_____

**PHOTOS TAKEN?**  
☐ Yes   ☐ No (If yes, attach to report)

## ADDITIONAL COMMENTS / RECOMMENDATIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES**  
Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Tenant Signature (if present): \_\_\_\_\_ Date: \_\_\_\_\_

# EMERGENCY CONTACT SHEET

Property Address: \_\_\_\_\_

Unit/Suite #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## PRIMARY CONTACT (On-Site or Responsible Manager)

- Name: \_\_\_\_\_
- Title/Role: \_\_\_\_\_
- Phone (Cell): \_\_\_\_\_
- Phone (Work): \_\_\_\_\_
- Email: \_\_\_\_\_

## SECONDARY/AFTER-HOURS CONTACT

- Name: \_\_\_\_\_
- Title/Role: \_\_\_\_\_
- Phone (Cell): \_\_\_\_\_
- Phone (Home or Work): \_\_\_\_\_
- Email: \_\_\_\_\_

## BUSINESS OWNER INFORMATION

- Name: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Mailing Address (if different): \_\_\_\_\_

## EMERGENCY VENDOR CONTACTS (Optional)

In case of internal business issues (e.g., security, alarms, refrigeration, IT).

Vendor Type	Company Name	Contact Person	Phone #
Alarm Company	_____	_____	_____
IT/Network	_____	_____	_____
HVAC Technician	_____	_____	_____
Keyholder	_____	_____	_____
Other:	_____	_____	_____

## BUILDING ACCESS INFO

- Alarm Code (if applicable): \_\_\_\_\_
- Authorized Personnel with Keys/Access Cards (names): \_\_\_\_\_

## NOTES OR SPECIAL INSTRUCTIONS (Include anything unique about access, alarm, pets on-site, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/Manager Received By: \_\_\_\_\_ Date: \_\_\_\_\_



# VENDOR CONTACT LIST

Category	Service Type	Company Name	Contact Person	Phone Number	Email Address	Notes
General Maintenance	General Contractor					
	Handyman Services					
	Janitorial/Cleaning					
	Landscaping					
	Pest Control					
	HVAC Services					
Emergency Services	Electrical					
	Plumbing					
	Locksmith					
	24/7 HVAC Emergency					
	Water Extraction					
	Fire/Restoration					
Professional Services	Elevator Services					
	Alarm/Security					
	Property Insurance					
	Legal (Evictions)					
	Accounting/Bookkeeping					
	Property Software Support					
Utilities	Electricity (e.g., Duke)					
	Water/Sewer					
	Trash Pickup					
	Internet/Phone					

# ANNUAL BUDGET WORKSHEET

Category	Line Item	Annual Budgeted Amount	Notes
Income	Base Rent Income		
	Additional Rent (CAM, Taxes, Insurance)		
	Other Income (e.g., signage, storage)		
	Total Annual Income		
Operating Expenses	Mortgage		
	Property Taxes		
	Insurance		
	Repairs & Maintenance		
	Janitorial/Cleaning		
	Landscaping		
	Utilities (Water, Electric, Gas)		
	Pest Control		
	Management Fees		
	Legal & Accounting		
	Total Annual Operating Expenses		
Capital Expenses	Capital Improvements		
	Major Equipment Replacement		
	Total Capital Expenses		
Net Operating Income (NOI)			

# WELCOME LETTER

Welcome to [Property Name or Address]

Dear [Tenant Name],

We are delighted to welcome you to your new space at [Property Name or Address]. It's a pleasure to have your business join the property, and we look forward to building a strong and supportive working relationship.

Your lease has officially commenced, and we hope your move-in has gone smoothly. If you need any assistance or have questions about your space, please don't hesitate to contact us. Our property management team is here to help with anything from day-to-day building concerns to long-term planning. Maintenance requests can be submitted via [email/portal/phone], and for urgent issues outside of normal hours, we have an emergency line available at [emergency number].

Monthly rent is due on the [1st] of each month and can be paid by [check, ACH, or through our online portal]. If you have any questions about payment details or lease terms, feel free to reach out directly. We recommend reviewing your lease for information on late fees or grace periods to avoid any surprises.

You should have received your keys, access codes, or fobs, along with any parking or signage instructions. If anything is missing or not working properly, let us know as soon as possible so we can address it.

Please make sure to set up utility accounts in your business name, if you haven't already done so. Depending on your lease terms, you may be responsible for electric, water/sewer, internet, and trash services. If you need contact information for local providers or help determining which utilities are your responsibility versus what is included in your lease, we are happy to assist.

We are committed to keeping the property well-maintained and professionally managed. We ask that you help us do so by observing any building guidelines and promptly reporting any maintenance concerns.

Thank you again for choosing [Property Name or Company Name] for your business location. We are excited to have you here and look forward to supporting your success.

Sincerely,

[Your Full Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]