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## 5 Fall Maintenance Checkup Items for Your Rental Property

Sept 18, 2019  
rentalhousingjournal.com

Property managers and landlords are probably aware their properties can be a mess to deal with this time of year after a lot of summer activity and summer storms.

So here is a list of preventative maintenance to-do's and 5 fall maintenance checkup items for your rental property for the upcoming season.

### 1. Have a Debris and Leaf Clearing Schedule

It is important to be consistent by creating a fall cleaning schedule for your properties. Make sure that leaves are not clogging your drains and causing slippery surfaces. It is your responsibility to maintain the safety of your tenants.

### 2. Check Damaged Tree Branches and Bushes

It is important to inspect the condition of large trees surrounding your property to determine the possibility of breaking. Trim trees and bushes back until they are at a safe distance from your properties to avoid any injuries and/or damage to your properties.

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### General Meeting

#### What Can ORCCA Do For You?

Presented By: David Navarro  
of Oregon Coast Community Action

Thursday, Oct 24<sup>th</sup>  
starting at 5:30pm

1700 Monroe St.  
North Bend, OR 97459

**Make a Contribution TODAY!**





# RENTAL OWNERS ASSOCIATION OF SOUTHWESTERN OREGON

## Who is the ROA?

Rental Owners Association of Southwestern Oregon is an organization that's been around for over 30 years and consists of landlords who care about practical, legal and profitable land lording practices. Through the association, they share problems, solutions, and ideas with other landlords and find information that comes from similar organizations in Oregon and around the country.



Our Association is currently comprised of over 200 landlords!

## Advertise Your Business in the ROA Newsletter!

The monthly newsletter reaches over 200 landlords who need your products/services to manage their rentals.

- Landscaping
- Contractors
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- Appliance Repair
- and much more...

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Book your spot today! Space is limited.

## Half Page Ad

7.5" W x 4.5" H = \$60  
Outside Back Cover = \$100

## Quarter Page Ad

3.5" W x 4.5" H = \$35

## Full Page Ad

7.5" W x 10" H = \$100  
(example not shown)

## Business Card Ad

3.5" W x 2" H = \$20

## Time to Get Rid of Any “Ghost Assets”

By Michael A Gordon, CPA

Not Your Basic Bean Counter

Do you have any “ghost assets” lurking around your rentals? A ghost asset is an asset on your depreciation schedule that you no longer have. That means you either sold it or scrapped it...or LOST it!! Good grief.

A study found that 30% of business owners (that includes YOU) don't know what assets they have, where they are and/or who is using them! That's pathetic. Don't sign up for that club! Be different, be a rebel!

It's important that YOU, as the owner of those rentals, keep a sharp eye on what assets are there. We're talking drapes, flooring, appliances, furniture and more.

***“A study found that 30% of business owners don't know what assets they have...”***

### Are you on top of all that?

You need to be....and now is a great time to do just that.

Why would you care? Well, for one thing, what if a tenant is using (or misusing) or stealing an asset? Would you know? Would you care?



When you get rid of an asset (sell it or scrap it) do you tell your tax professional so he/she can update your depreciation schedule? That's important to do on a regular basis.

**So, realistically, how would you go about doing this right now....if you wanted to?**

BEST WAY....get a copy of each rental's depreciation schedule and look over the list of assets and satisfy yourself that they are all still there and in use. You MAY need to visit the rental (oh, no!!) and confirm the list. Scary stuff, huh? But it will be worth it.

Need any help with this? Just give me a call. I can help, a lot! Good luck.



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# The 2019 Forms Manual is Here!



**A *must have* for any private landlord or property manager.**

Since the passage of SB 608, a number of the forms designed by the Oregon Rental Housing Association have been updated to reflect the changes in Oregon Landlord/Tenant Law. This manual is an instructional guide on how to use these forms.

**Only \$50.00**

Pick up your copy at E.L. Edwards 2707 Broadway Ave. in North Bend

## Benefits of Using a Property Management Company

By: Tyler Nicely

zillow.com

Owning a rental property can be a great source of additional income. However, it also comes with the added responsibilities of property upkeep, repairs and marketing. If you're asking yourself "do I need a property manager?" — consider these eight benefits of hiring one. A property manager will:

### 1. Screen out problem tenants

One of the biggest benefits of property management is that the property manager will handle tenant screening. Experienced property managers see hundreds (or thousands) of applications, so their trained eyes are more likely to notice potential red flags when reviewing an applicant's paperwork. They're quickly able to spot good tenant qualities, such as paying rent on time, taking care of the property and more. Letting them manage the tenant screening process can improve your chances of landing a reliable renter.

### 2. Act as point of contact for tenant concerns

If something breaks at your property, it's not always convenient or possible to drive over to the unit to inspect it yourself (especially if it's in another town or state). A property manager can address problems at all hours of the day and arrange for a service provider to repair or replace the item. Or, if you have a tenant who always seems to have a complaint — be it the noisy neighbors or the dog who relieves itself on the front lawn — you can breathe easy knowing that the property manager is the point of contact for those types of calls.

### 3. Market your rental

Property managers are skilled at rental marketing, including writing rental ads, taking high-quality photos and hosting open houses. They also have local real estate knowledge and will be able to help you set a competitive rent price. Hiring a property manager with marketing experience can help fill your property sooner and reduce the time it sits vacant. If you plan to market your property yourself, Zillow Rental Manager offers a hassle-free way to list your rental on multiple high-traffic websites. In fact, according to the Zillow Group Consumer Housing Trends Report 2018, 73% of renters

Photo by Maria Ziegler on Unsplash



use online resources when shopping or searching for a home — so it's a good idea to list your rental on the right sites to attract those potential tenants.

### 4. Decrease tenant turnover

Good property management companies know how to keep their renters happy. They are responsive and available, and they take care of problems when they arise. Happy renters are also less likely to look for another place to live and more willing to accept reasonable rent increases. Of tenants who choose to stay in their current lease, 50% think their home is a good value for the price and 40% say they love the place they rent.

### 5. Ensure rent is paid on time

Because property management companies deduct their fees from the monthly rent, they are motivated to keep those payments flowing in. Consistent rent collection is key to receiving rent payments on time, and a property management company will enforce lease policies if payments aren't received. If tenants are consistently failing to pay their rent on time (or at all), the property manager will know how to deal with the situation, including issuing an eviction notice if necessary. Payment collection can be a common issue — the typical renter spends 29% of their income on rent, and a significant share of rental households are one large expense away from being unable to pay.

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Form of the Month  
NOTICE OF NON-COMPLIANCE

35

Tenant(s): ①  
Tenant(s): \_\_\_\_\_ et al (and all others)  
Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
City: \_\_\_\_\_ OREGON Zip: \_\_\_\_\_

You are hereby given a formal warning notice that you,  
someone in your household,  
or your guest on or about : ②  
(date of non-compliance)

③

- Used rental unit for purpose other than dwelling: \_\_\_\_\_
- Misused common areas: \_\_\_\_\_
- Created noise or disturbance that disrupted your neighbors' peaceful enjoyment of the property or caused the police, sheriff and/or health officials to be notified: \_\_\_\_\_
- Damaged property or the rental unit: \_\_\_\_\_
- Failed to notify Owner/Agent in writing of malfunctions of equipment, failure of essential services or needed repairs: \_\_\_\_\_
- Failed to pay non-compliance fees, late fees and/or any other monies owed in a timely manner: \_\_\_\_\_
- \*Failed to clean up animal waste in a timely manner: \_\_\_\_\_
- \*Failed to remove garbage or rubbish: \_\_\_\_\_
- \*Improperly used vehicles on the property, performed vehicle repair or have inoperable or dismantled vehicles on property or parking violation: \_\_\_\_\_
- \*Smoking/Vaping in a clearly designated non-smoking/vaping rental unit or area of the property: \_\_\_\_\_
- \*Allowed or kept at the rental unit an unauthorized pet capable of causing damage: \_\_\_\_\_
- Other: \_\_\_\_\_

\* All items listed above with an asterisk must be cured and not repeated to avoid being assessed a non-compliance fee.

# 35 — Notice of Non-Compliance



## What this form is for:

When a Tenant is in violation of your rental agreement, you can use this form. This warning notice says if the behavior continues you will take stronger action, like imposing a fine, asking the Tenant to leave, or even evicting.

## When this form is used:

When a Tenant isn't complying with your rental agreement, you should do something; if you don't, you risk letting that behavior becoming allowed. The form gives you a punch-list of violations—running a business, noise, property damage, not telling you about faulty equipment, car problems, misuse of common areas, non-payment of amounts due you, but there are others. For instance, not mowing, changing locks, overstaying guests, garbage accumulations, or extra pets ... the list is endless.

Sometimes (unallowed pets are an example) it's best to serve a non-compliance notice because the issue is black-and-white. The Tenant must either change the behavior or not repeat it, or else. But sometimes you can't be sure what's going on or whether the behavior rises to that level. Complaints about noise are particularly difficult: you get a complaint from a neighbor or another Tenant verbally or even in writing. You shouldn't ignore these. Conversation is always a good first step, but this form is another tool. It's more serious than a telephone conversation but not as formal or confrontational as a termination notice.

If the Tenant is acting inappropriately, this notice will be a warning to shape up. If that Tenant is not offending, you will get a call saying so.

Some of the violations can be assessed a non-compliance fee. Those are listed with an asterisk. The 1st violation is a written warning, \$50 for 2nd violation; \$50 + 5% of rent for subsequent violations. Unauthorized pets and Smoking/Vaping violations allow for a \$250 non-compliance fee.

## How the form is filled in:

1. Fill in the name(s) of the Tenant(s) and the address.
2. The date non-compliance occurred or when you became aware of it.
3. Check a box and explain.
4. If your Tenant is on a fixed-term lease, under SB 608, the Landlord has the right to not renew the lease or allow it to convert to a month-to-month agreement if the Tenant has committed three or more lease violations, including non-payment of rent, within the calendar year preceding service of the notice. In that situation, the Landlord must provide a minimum of 90 days' written notice using a *Notice of Non-Renewal of Lease – First-Year Tenancies or Three Strikes (Form #5B)*.

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## Form of the Month – Notice of Non-Compliance

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To terminate a tenancy under this provision, the Landlord must provide a written warning notice at the time of each violation. Each warning notice must specify the violation, state that the Landlord may choose to terminate the tenancy at the end of the fixed term if there are three violations within a 12-month period preceding the end of the fixed term, and state that correcting the third or subsequent violation is not a defense to termination under this subsection. The 90-day notice of termination must state that the rental agreement will terminate upon the specified ending date for the fixed term or upon a designated date not less than 90 days after delivery of the notice. If you want to reserve the right to terminate the lease on this basis, fill in the number that this specific violation constitutes counting back one year.

5. Owner/Agent sign and date. Fill in the rest of the information.

### Older Editions:

The most recent edition is “Rev. 4/19”

- Do not use older editions.

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## Attention ROA Members:

**The Oregon’s Office of Economic Analysis has decreased the permissible rent increase for 2020. State law sets the permissible rent increase at 7% plus CPI. CPI fell from 3.4% to 2.9 %.**

**This makes the allowable statewide rent increase cap 9.9% for 2020.**

**For those of you planning to issue a rent increase, effective January 1, 2020, you would need to serve/deliver your rent increase notice by October 1st, 2019 and use the new CPI (no more than 9.9%) for 2020.**



## 5 Fall Maintenance Checkup Items for Your Rental Property

*continued from page 1*

### 3. Roof and Gutter Cleaning

Doing a routine semi-annual roof and gutter cleaning for your properties could potentially save you thousands of dollars in repairs as it would prevent water damage to your rental property foundation. A repair that can cost \$10,000 or more. Make sure that the roof and downspouts are completely clear to prevent clogging when winter approaches.

### 4. Service Furnaces

Fall is an ideal time for your annual furnace checkups. With cold weather coming, it is crucial to ensure that

your property's furnace is working at full capacity. Making sure that your furnaces are functioning well has many added benefits as well, including energy savings and a prolonged life on the furnace itself. Much easier to do now before a tenant calls with a complaint later in the year.

### 5. Check All Doors and Windows

Drafts coming from your windows and doors could be another potential major source of energy loss in your properties. It is important to thoroughly inspect each window and door to make sure that air is not seeping through the cracks as these could increase you or your tenants' heating expenses.

Weather-stripping and caulking are great preventive methods for these window and door drafts.

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## Benefits of Using a Property Management Company

*continued from page 5*

### 6. Avoid potential legal issues

Property managers understand landlord-tenant laws and fair housing laws, which can help you avoid potential lawsuits and save time, money and energy in the long run. They will also typically take care of any lawyer fees associated with evictions or property damage issues. If you're not comfortable handling things like evictions, signing and terminating leases and handling rent and security deposits, you may need property management company expertise.

### 7. Save you money on maintenance and repair costs

Property managers may also have discounts for maintenance services because they work with a regular

service provider — or they may even employ an in-house maintenance staff. They can perform regular inspections and find issues before they turn into bigger problems, which will reduce the number of emergency repair bills.

### 8. Reduce your rental headaches

If someone else is handling the daily management of your rental property and tenants, you'll have fewer complications and commitments to worry about. If more time and less stress are key to your quality of life, a property management company can be a great asset.

These are the basic pros and cons of property management. Investing in real estate can contribute to your monthly cash flow and build long-term wealth — but day-to-day management isn't for everyone. If you just want a rent check and don't want to be responsible for the details of your real estate investment, consider all the property management benefits that you'll receive for a percentage of your rental income.

## Welcome New and Returning ROA Members!

- Gae Lynne Cooper
- Peggy Ferguson
- Vickie Hook
- Jeanne Lacoste
- Therese & Stephan Stys

### Your ROA Board of Directors

**President:** Cindy Colter  
coltercindy@gmail.com (541) 404-8609

**Vice President:** Sage Coleman  
sage@pacificpropertyteam.com

**Secretary:** Vacant

**Treasurer:** Kris Thurman  
kris@eledwardsrealty.com (541) 756-0347

**Position #1:** Vacant

**Position #2:** Regina Gabbard  
rgabbard15@yahoo.com

**Position #3:** Joan Mahaffy  
mahaffyje12@yahoo.com (541) 269-6562

**Position #4:** Vacant

**Position #5:** Dennis Schad  
dennisschad@gmail.com (541) 297-3609

**Position #6:** Danielle Cleary  
dcleary@ccnbchas.org (541) 751-2051

### Join Us

Ever wonder what goes on at ROA Board meetings? Have any suggestions to share? Interested in joining? Bring your thoughts and/or ideas. Or just listen in and see what we're all about.

The ROA Board of Directors meets every first Tuesday of the month at 880 California Ave. in North Bend from noon to 1:00pm. Meetings are always open to the public.

Consider joining the board and have a voice in your local Rental Owners Association. Everyone wins when we put our ideas together to achieve a shared goal.



**roa-swo.com**

### Contact us at:

2707 Broadway Ave.  
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## In Case You Missed It: Applicant Screening

By: Joan Mahaffy



The general meeting on Thurs, Sept 26 featured the president himself, Dan Meister of Pacific Screening who came down from Portland to present the program. But, first we were treated to great food and plenty of it catered by Fisherman's Grotto. Dan began by reminding us how important it is to check a rental applicant's ID. Make note of date of birth and name, so one can compare them to what's on their completed application and the credit report when we get it. Alas...a credit report...much more difficult for the small private landlord to get than in years past, but still accessible and still very necessary in the tenant screening process. Pacific Screening features a product called ApplyConnect made available by Experian.

To learn more about it or to answer questions, Dan distributed business cards with his email [dan@pacificscreening.com](mailto:dan@pacificscreening.com) and phone number (503) 726-5623.



- Need help?
- Questions about landlord/tenant law?
- Advice on how to deal with a tenant?

Call the Helpline! Speak to a Property Manager who knows the law inside and out and who can speak from personal experience. FREE to all ROA members of the Southwestern Oregon Chapter.

Calls are returned within one business day between the hours of 7am and 8pm. Helpline is closed weekends and Holidays.



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