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5 Amenities for Raising **Your Profits**

BY HOLLY WELLES

Tenant-friendly amenities, those that attract and keep high-paying tenants, are a must in today's rental housing world – but some features cost so much to add that it's difficult to recoup your investment.

Fortunately, there are attractive elements you can include in your rentals that won't cost a fortune.

In recent years, the cost to rent an unfurnished apartment increased by about 50 percent over a 10-year period. In some big cities such as New York, nearly half a person's salary goes to paying rent.

Sure, high prices are good for landlords. However, since renters are paying so much, they expect a lot in return. Discover tenant-friendly amenities that will attract new renters and secure higher rent rates.

See '5 Tenant-Friendly' on Page 4

Survey Shows Job of Property Management is Changing Fast RENTAL HOUSING JOURNAL Legislation and regulation

How the job of property management is changing "came through loud and clear" in this year's annual survey of property managers, said Chris Litster, CEO of Buildium, in a recent webinar.

Litster presented the 2020 State of the Property Management Industry Report along with National Association of Residential Property Managers (NARPM) CEO Gail Phillips.

The survey was actually three surveys in one, including 1,738 property managers, 217 community managers, 1,118 tenants and 603 owners and investors in more than 50 cities.

"What we heard loud and clear is that property management has changed," Litster said. "Property management is complex, yes, but what has changed is the environment around it."

He cited five substantial elements in the property management environment, macro trends that have caused the changes:

Cost of housing

- Industry consolidation and owner mix
- Changing tenant demographics and generations
- How technology is changing everything

PROPERTY MANAGERS OFFERING MORE SERVICES

Across the board, property managers are offering more services than ever before.

This is a way for property managers to diversify their revenue streams and find new ways to demonstrate their value to clients in a shifting market. Of particular note are services like property sales and brokering, financial reporting, building renovation, and investment advice, which have experienced average gains of 14 points over the last three years.

These are the types of services that are taking on new importance as landlords sell rentals, investors acquire rentals,

See 'Survey' on Page 16

5 Top Technologies That Renters Want

RENTAL HOUSING JOURNAL

A new survey shows the five top technologies that renters desire and that, over the last year, residents' interest in rental technologies has grown by an average of seven points.

The 2020 State of the Property Management Industry Report by Buildium and the National Association of Residential Property Managers (NARPM) surveyed both property managers and renters.

In the annual survey of 1,188 renters across the county, Buildium and NARPM found the biggest gains in interest among renters were in applying for rentals online (+15 points), communicating with their property manager via text or email (+11 points), and signing leases and other documents electronically (+eight points).

"What I found that was really interesting is that smart-home technology seems to have lost some of its favor in terms of importance to the tenants," National Association of Residential Property



Manager's (NARPM) CEO Gail Phillips said. Last year nearly half said home tech was a preference but this year that dropped substantially in favor of the transactional preferences, she said, perhaps because of more mobile tech.

"Is the younger generation carrying their home tech from property to property?" is a

See '5 Top' on Page 6

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The Fundamentals of 1031 Exchanges

By Dwight Kay and the Kay Properties Team

Welcome to 1031 101! If you've come to our metaphorical class here, you likely have a few questions. Chief among them: what is a 1031 exchange? What Qualifies for a 1031 exchange? Why should I do a 1031 exchange? What should I 1031 exchange into? Is there an option if I have a failed 1031 exchange?

WHAT IS A 1031 EXCHANGE?

A 1031 exchange is a procedure that allows the owner of investment property to sell and acquire another "like-kind" property while deferring capital gains tax. The name comes from IRS Section 1031 and has morphed into a verb in the investment real estate world — as in, "Let's 1031 this property for that one."

WHAT QUALIFIES FOR A 1031 EXCHANGE?

While the idea is a simple one, the execution is a bit more complex. There are very specific definitions and timeframes to which users must adhere to qualify for a 1031 exchange.

The most important thing to keep in mind just might be how to define a "like-kind" property. That doesn't mean you must exchange one apartment complex for another; there's actual considerable flexibility there. For instance, you can sell an apartment complex and purchase a retail building, you can sell a retail building and purchase and industrial building, you can sell an industrial building and purchase raw land, etc. However, you can't exchange a property for a business, for example. It's also worth noting that a 1031 exchange can only involve property held for investment, not personal use and, to maximize the benefits of a 1031 exchange, the replacement property should be of equal or greater value than the original.

What's often forgotten in the lead-up to an investment property's sale is how quickly the 1031 clock starts. After that sale, you have 45 days to choose aka identify a property with your qualified intermediary (the escrow like company that holds your exchange proceeds after you sell your relinquished property). From there you must close on that property within 180 days of the sale to qualify for the 1031 benefits.

WHY SHOULD I DO A 1031 EXCHANGE?

You know the saying about death and taxes?

Well, at least you can defer one of those with a 1031 exchange. Typically, when you sell an investment property, you're subject to several different taxes. But by trading one like-kind property for another via a 1031 exchange, the IRS lets you defer a considerable amount of taxes.

Without a 1031 exchange, you can be taxed at a rate of 25 percent on all depreciation recapture. Depending on your taxable income, you would owe federal capital gains tax of at least 15 percent and as high as 20%. On top of that is the state capital gains tax which is anywhere from 0-13.3%. Lastly, there is a 3.8 percent Medicare surtax as well.

WHAT SHOULD I 1031 EXCHANGE INTO?

We've already established that you must exchange your investment property for a like-kind property. However, there are many different options for you to execute a 1031 exchange.

The most obvious is trading one property you manage for another. An example: you sell a duplex and purchase a commercial building. In that instance, you're maintaining your role as landlord, which comes with responsibilities such as repairing issues, dealing with individual tenants, property management, asset and property level accounting and processing rent. The role of the investor is very involved.

A slightly more passive approach is to exchange into a triple-net property. In this case, you're leasing your property to a tenant who often agrees to pay the majority of expenses associated with the property. Which can include taxes, insurance and maintenance. But it does not mean the investor just gets to kick back. You are still often responsible for those many needs of a property — including coordinating and paying for repairs, paying property tax bills, processing invoices. The difference from a standard lease is that you are then billing the tenant for those expenses and now tasked with the fun job of tracking down the tenant and getting them to actually reimburse you for them. Our firm has owned many triple net properties over the years and we have to have full time asset management, accounting and legal teams to look after the triple net properties and run them efficiently. For an investor to think that the triple net property option is a passive endeavor is wishful thinking!

If, as an investor, you are looking for a fully passive exchange option, Delaware Statutory Trusts (DSTs) are potentially a good option. A DST is an entity that holds title to a piece of

real estate and investors are able to buy in for typically 100k minimum investments. DSTs are used by investors to build a diversified portfolio for their 1031 exchanges whereby they can, for example, on an exchange with \$1,000,000 of equity purchase 5 different DSTs in 200k increments. The investor may purchase 200k in a DST that owns a long-term net leased FedEx building, 200k in a DST that owns a long-term net leased Amazon building, 200k in a debt free multifamily DST apartment building in the Nashville metro area, 200k in a DST that owns 1,000 multifamily units among 3 properties in 3 different states and lastly 200k in a DST that owns a long-term net lease industrial building.

Additionally, the trust's sponsor is the asset manager of the property, which involves handling reimbursements from tenants and daily needs, repairing issues, processing rent and invoices, etc. This provides investors with a truly passive approach to their 1031 exchange and a change in lifestyle from the active duties of property management. DSTs are also a great backup plan to keep in mind due to the 1031 exchange's tight timeframe. Because the trust already owns the properties, transactions can often be completed within just a few days.

IS THERE AN OPTION IF I HAVE A FAILED 1031 EXCHANGE?

If a 1031 isn't on the table for you (for whatever reason that might be), the Tax Cuts and Jobs Act of 2007 created a new way to defer, reduce and, in some cases, eliminate long-term capital gains taxes: Opportunity zones. There are more than 8,700 qualified tracts scattered around the country. By investing your capital gains in one of those via a Qualified Opportunity Zone Fund, you will be able to defer any taxable gain until the fund is sold or Dec. 31, 2026, whichever comes first. Five years in, you receive a 10 percent step-up in tax basis with an additional 5 percent step-up after seven years. Hold the fund for at least 10 years and the new capital gains taxes generated from the opportunity fund investment are slashed to zero.

The 1031 exchange is a valuable tool in the real estate investors toolbox and with proper planning and understanding the investor can utilize the features of this piece of the tax code which has been around since 1921. To learn more about 1031 exchanges and your 1031 exchange options utilizing DST, NNN and Opportunity Zones please visit www.kpi1031.com. You will also, upon registering, be sent a free book on 1031 exchanges.

About Kay Properties and Investments, LLC:

Kay Properties and Investments, LLC is a national Delaware Statutory Trust (DST) investment firm with offices in Los Angeles, San Diego, San Francisco, Seattle,



New York City and Washington, D.C. Kay Properties team members collectively have over 114 years of real estate experience, are licensed in all 50 states, and have participated in over \$7 billion of DST real estate. Our clients have the ability to participate in private, exclusively available, DST properties as well as those presented to the wider DST marketplace, with the exception of those that fail our due-diligence process. To learn more about Kay Properties please visit www.kpi1031.com.

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5 Tenant-Friendly Amenities for Raising Your Profits

Continued from Page 1

1. Offer High-Speed Internet

If you're leasing a commercial space, fast internet is a must. A high-speed connection as part of your rental package will attract those who work from home, such as busy professionals.

Is fiber optic available in your area? If so, extend the offer to the entire building so each unit is wired and ready to connect. You can even include free internet as part of your rental package or add an upcharge for the service.

2. INCLUDE PET DEPOSITS

There are millions of families with some type of pet. Even busy singles often have a dog or cat for companionship. However, as much as we all love those furry critters, they can create thousands of dollars in damage to your building. Cats with claws may dig at the carpet and leave a frayed mess. Dogs may have accidents or chew through doors if they have anxiety.

Many building owners find it essential to charge a pet deposit and monthly fees to offset costs. A deposit is typically not refundable, and you can customize the amount based on the type of animal. Some landlords charge fees based on their experience with similar pets. You should also consider insurance, as some dog breeds and animal species will ramp up your rates.

3. Install a Laundry Center

Most renters expect to have on-site



laundry facilities to wash clothes and bedding. It's much more convenient than dragging everything to an off-site location. For landlords, this is an opportunity to make additional money. You can invest in modern machines that are coin-operated. Add a vending area with laundry soaps and softeners, plus snacks for those doing their laundry.

If you have the staff and want to ramp up your profit-making potential, offer a dry-cleaning delivery service. You can run dry-cleaning items to a local store, pick them up when finished and deliver to tenants' front doors. This type of addon is particularly attractive to those who work long hours. Plus, it adds a nice side income to your real estate business.

4. VET NEW TENANTS

The people you rent to can save or cost

you money. Look for people who will treat the rental as their own home and take good care of it. You can earn a profit from people who pay rent on time, don't damage the property, and offer reasonable complaints. Low-maintenance renters are a landlord's dream come true. You won't have to spend money on costly repairs or invest in a lawyer to start eviction proceedings.

While it isn't possible to avoid every bad tenant, running background checks and conducting an interview process helps. You should also ask for references from previous landlords. Just make sure you follow state and federal laws to ensure you don't discriminate based on age, race or other important factors.

5. Install Desirable Finishes

If you want to demand higher rent on your units, you must compete with similarly priced buildings in the area offering quality amenities. While you don't need to transform your property into a luxury complex, take a look at competitors to see what they provide. Do they have a gym or 24/7 doorman? In 2018, the top amenities included dog parks, bike storage, workshop areas and more.

Make any apartment look pricier by adding a coat of fresh paint to the walls. Install granite countertops, add a backsplash in the kitchen and swap old carpet for beautiful hardwood floors. Upgrade one unit at a time until they're all completed. Remember, however, buying materials in bulk can save you money.

CHOOSING AMENITIES THAT INCREASE YOUR PROFITS

The upgrades above are a good start, but you should also consider what your tenants want. For young people, a social outlet, like shared common areas, is particularly important. You can also implement small things that tenants appreciate, such as green plants and beautiful artwork.

Determining which amenities your renters want most is key to keeping profits high. You don't have to go over budget to provide luxury amenities in a market that doesn't support it, but there are great ways to provide an improved living experience for your tenants while maximizing the revenue you bring in.

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RHA Oregon President's Message

Education is Key to Dealing With Myriad Rules and Regulations Landlords Confront

Last month I used this column to raise my voice a bit more than usual with respect to the regulatory environment in which we, as landlords, find ourselves. There are few places in the country where it is more challenging to comply with the myriad regulations of developing and managing rental properties than Portland, Oregon. I ended my comments with the prediction that if this continues, housing costs will increase, and neighborhood diversity will decrease. I also promised to share some ideas that may help to reverse, or at least slow, this trend.

First, educate yourself! I have written on this theme enough times since I became RHA Oregon president that I shouldn't need to repeat myself here. But I can't help myself. Learn about what resources are available to help you comply with state and local regulations; this month's RHA dinner meeting is a great place to start with a panel of three of our vendor affiliates who specialize in different aspects of tenant screening. Watch your email and the online RHA calendar for additional relevant classes.

The small-landlord business community serves hundreds of thousands of Oregonians; we will need to continue to increase our involvement with these entities if we are to have any impact on future regulation.

Second, educate your tenants! I budget a 90-minute meeting with new tenants when I meet them to sign the rental agreement and hand over the keys. I review the most important clauses in the rental agreement and each of the addenda. I provide concrete examples of what constitutes a violation of a clause in the agreement. When I raise rents, I explain how much of the increase is from passing through expenses, such as the \$5/month registration fee imposed by the City of Portland, the \$10/month tax increase associated with the Metro Bond for affordable housing, or the \$10/month increase in insurance premiums (your numbers may differ).

Third, educate your civic leaders and state legislators! Most state legislators hold monthly "coffees" or other casual

gatherings with constituents. These are good opportunities to share your concerns and the impact of regulation on your business. I have found that although I may not always agree with my political leaders, they are usually open to listen to my argument; I like to think they will at least consider my position when evaluating proposed regulations. I try to avoid lecturing, but I also try to explain the real consequences of these regulations on our industry; see examples above.

Finally, become politically involved! In addition to the various public offices at the city, county, metro, and state levels, there are many other commissions and advisory

committees at each of these levels. The small-landlord business community serves hundreds of thousands of Oregonians; we will need to continue to increase our involvement with these entities if we are to have any impact on future regulation. Even if you cannot personally participate, you can support candidates that support landlords. One way of doing this is to contribute to a PAC such as the Good Landlord PAC. Remember that in Oregon you may take a \$50 tax credit against such contributions (\$100 for couples). Talk to your accountant for specifics.

Each November brings two important annual events: voting day Thanksgiving. Of course, I urge you to vote. I also hope that you can use the holiday to take a break from your property management tasks and spend time with family and friends.

Happy Thanksgiving!

— Ken Schriver **RHA Oregon President**





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5 Top Technologies That Gen Z/X, Millennials Desire

Continued from Page 1

question she raised during a recent webinar with Chris Litster, CEO of Buildium.

Litster said there is no denying that smarthome tech is a "buzzy topic," but "we are hearing more and more people have made the decision to go with Amazon or Google or whoever and they are bringing their own smart tech into the apartments or units."

He said additionally what tenants prefer more seems to be basic amenities such as in-unit washers and dryers.

Though interest has stayed roughly constant among Gen Z and millennial renters over time, Gen X residents and baby boomers are far more interested in technology than they were just a year ago. On average, interest in rental technologies has grown by eight points among Gen Xers and 10 points among baby boomers, according to Buildium's 5th Annual State of The Property Management Industry Report.

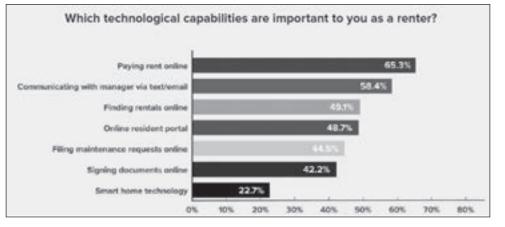
Though millennials are the most enthusiastic about technology overall, more than half of Gen Z, millennial, Gen X, and baby boom renters want the ability to pay rent online and communicate with their property manager via text or email.

HOW RESIDENTS WANT TO PAY

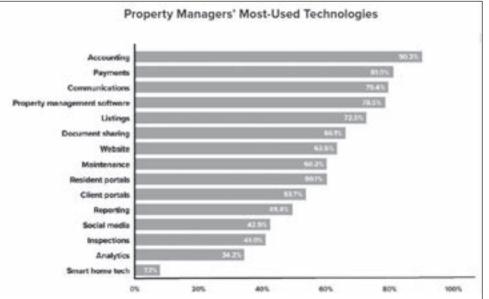
Gen Z, millennial, and Gen X renters all agree that they prefer to pay their rent via electronic payment, electronic bank transfer, or credit/debit card over writing a check.

Though most baby boomers still feel more comfortable paying by check, nearly one in three would rather pay online. Residents of all ages appreciate having the option to pay their rent online, and their expectation to be able to handle this and other tasks digitally increases with every year.

The survey also showed two in five renters definitely plan on renewing their







Gen X, Gen Z and
millennial renters all
agree that they prefer
to pay their rent via
electronic payment,
electronic bank transfer,
or credit/debit card over
writing a check.

lease for another year—a number that stayed constant from 2018 to 2019.

How the "Typical Renter" DEFINITION IS EVOLVING

"In the past, we've thought of renting as a temporary rite of passage for those who haven't yet set down roots or saved enough for a down payment on a home of their own. But for many Americans today, renting is a lifestyle choice, as well as a necessary alternative to home ownership for those whose finances were irreparably altered by the Great Recession," the report says.

As a result, property managers' strategies for attracting and retaining renters will need to evolve to fit a broader demographic than they've seen in the past.

Renters' desire to own a home of their own varies logically by age: Gen Z residents are happy renting for now, but assume that they'll want to become homeowners down the road.

Millennials and Gen X renters are highly interested in homeownership, but are waiting for the right time to buy. Baby boom residents are largely former homeowners who either prefer to rent or have financial reasons for doing so at this time in their lives.

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Portland Rents Show Slight Decline in October After Three Months of Increases

APARTMENT LIST

After three straight months of increases, Portland rents dropped slightly in October, declining 0.8 percent over the past month, according to Apartment List.

Currently, median rents in Portland are \$1,133 for a one-bedroom apartment and \$1,337 for a two-bedroom.

Portland proper has the least expensive rents in the metro area and Portland's year-over-year rent growth is essentially flat and lags the state and national averages, which both stand at 1.4 percent.

RENTS RISING ACROSS THE PORTLAND METRO

While rents have remained flat in the city of Portland proper, cities across the metro have seen a different trend.

Rents have risen in nine of the largest 10 cities in the Portland metro for which Apartment List has data. Here's a look at how rents compare across some of the largest cities in the metro.

- Hillsboro has the most expensive rents in the Portland metro, with a two-bedroom median of \$2,098; the city has also seen rent growth of 3.7 percent over the past year, the fastest in the metro.
- Over the past month, Canby has seen the biggest rent drop in the metro, with a decline of 4.5 percent. Median twobedrooms there cost \$1,824, while onebedrooms go for \$1,546.

VANCOUVER RENTS INCREASE FOR EIGHT STRAIGHT MONTHS

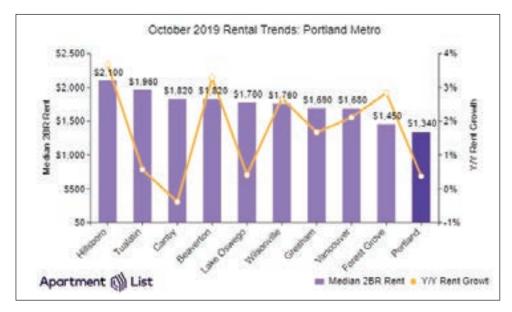
Vancouver rents, meanwhile, have increased 0.3 percent over the past month, and are up moderately by 2.1 percent in comparison to the same time last year.

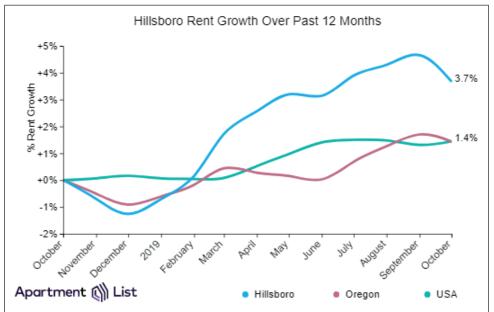
Currently, median rents in Vancouver stand at \$1,427 for a one-bedroom apartment and \$1,684 for a two-bedroom. This is the eighth straight month that the city has seen rent increases after a decline in February.

Vancouver's year-over-year rent growth leads the state average of 1.8 percent, as well as the national average of 1.4 percent.

RENT GROWTH IN OREGON

Rent growth in Portland has been relatively stable over the past year -







some other large cities have seen more substantial increases.

Portland is still more affordable than most comparable cities across the country.

- Oregon as a whole has logged 1.4 percent year-over-year growth, while rent trends across other cities throughout the state have seen both increases and decreases.
- For example, rents have grown by 1.0 percent in Eugene, while in Salem rents have fallen 0.6 percent.
- Portland's median two-bedroom rent of \$1,337 is above the national average of \$1,191. Nationwide, rents have grown by 1.4 percent over the past year compared to the stagnant growth in Portland.
- While rents in Portland remained moderately stable this year, similar cities saw increases, including Phoenix (+4.0 percent), Las Vegas (+3.4 percent), and Austin (+3.2 percent); note that median 2BR rents in these cities go for \$1,097, \$1,188, and \$1,471 respectively

VALLEY: EUGENE RENTS DROP IN OCTOBER

Eugene rents have declined 1.0 percent over the past month, but are up slightly by 1.0 percent in comparison to the same time last year, according to the latest report from Apartment List.

Median rents in Eugene stand at \$829 for a one-bedroom apartment and \$1,102 for a two-bedroom.

Eugene's year-over-year rent growth lags the state and national averages, which both stand at 1.4 percent.

CORVALLIS RENTS HOLD STEADY OVER THE PAST MONTH

Unlike Eugene, while rents in Corvallis have remained flat over the past month they are up slightly year-over-year, by 1.3 percent

Median rents in Corvallis stand at \$829 for a one-bedroom apartment and \$1,040 for a two-bedroom.

SALEM RENTS PLUNGE IN OCTOBER

Salem rents dropped 3.0 percent over the past month, and are down moderately by 0.6 percent in comparison to the same time last year.

Median rents in Salem stand at \$820 for a one-bedroom apartment and \$1,078 for a two-bedroom.

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City	Median 1BR price	Median 2BR price	M/M price change	Y/Y price change
Portland	\$1,130	\$1,340	-0.8%	0.4%
Vancouver	\$1,430	\$1,680	0.3%	2.1%
Gresham	\$1,430	\$1,690	-1.1%	1.7%
Hillsboro	\$1,780	\$2,100	-0.9%	3.7%
Beaverton	\$1,550	\$1,820	-0.3%	3.3%
Lake Oswego	\$1,510	\$1,780	0.9%	0.4%
Tualatin	\$1,660	\$1,960	-3.5%	0.6%
Forest Grove	\$1,230	\$1,450	1.4%	2.8%
Wilsonville	\$1,490	\$1,760	-0.8%	2.7%
Canby	\$1,550	\$1,820	-4.5%	-0.4%
Gladstone	\$1,500	\$1,770	0.4%	0.6%
Fairview	\$1,540	\$1,820	-0.2%	0.5%

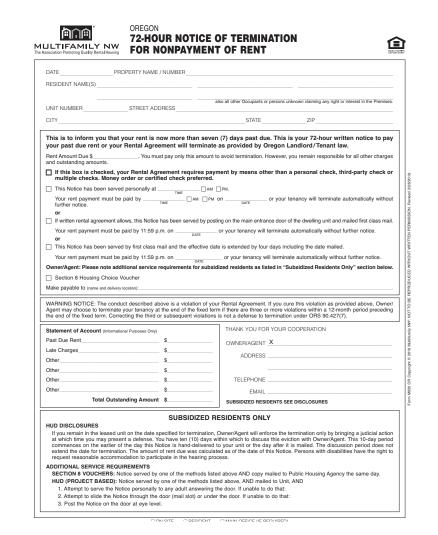


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FORM OF THE MONTH

72-Hour Notice of Nonpayment of Rent



This form can be served as early as the eighth day the rent is past due. It notifies tenants that unless their rent is paid within 72 hours, lease will be terminated. That timeframe is extended by 3 days if mailed. The form requires tenant to pay only current month's rent to avoid termination. Late fees and other charges can be recouped using a Notice of For Cause Termination.

The Multifamily NW Forms Collection is available immediately and electronically at www.RentalFormsCenter.com, via electronic subscription software through www.tenanttech.com & by mail or pick-up of printed triplicate forms at www.multifamilynw.org.



NOVEMBER 5	IN NW Schedule LANDLORD STUDY HALL: DOMESTIC VIOLENCE AND THE ORLTA	6:30 PM - 8:00 PM
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NOVEMBER 8	IT'S THE LAW: ANOTHER YEAR IN THE HOPPER (ALMOST)	12:00 PM - 1:00 PM
NOVEMBER 11	LANDLORD/TENANT PART I	1:00 PM - 5:00 PM
NOVEMBER 13	HR ISSUES: CORRECTIVE ACTION/DISCIPLINE OPTIONS	12:00 PM - 1:00 PM
NOVEMBER 14	PRISM EDUCATION CONFERENCE	8:00 AM - 4:00 PM
NOVEMBER 19	HCEP CLASS: OREGON HOUSING LAW IN 2019 (MEDFORD)	9:00 AM - 1:00 PM
NOVEMBER 20	MAINTENANCE TIPS, TRICKS & PITFALLS	9:00 AM - 12:00 PM
	CAM: RESIDENT EXPERIENCE	10:00 AM - 12:30 PM
NOVEMBER 21	BEND HOLIDAY BOWLING PARTY	4:00 PM - 7:00 PM
DECEMBER 2	GENERAL FAIR HOUSING	9:00 AM - 11:00 AM
DECEMBER 3	FAIR HOUSING STEREOTYPING AND BIAS	9:00 AM - 12:00 PM
DECEMBER 9	LANDLORD/TENANT PART II	1:00 PM - 5:00 PM
DECEMBER 10	HOW TO GET THE MOST OUT OF TENANTTECH	1:00 PM - 3:00 PM
DECEMBER 11	HR ISSUES: HARASSMENT REPORTING	12:00 PM - 1:00 PM
DECEMBER 13	IT'S THE LAW: SEEING 2020	12:00 PM - 1:00 PM

Total Q3 Job Postings in Apartment Industry (% of Real Estate Sector)

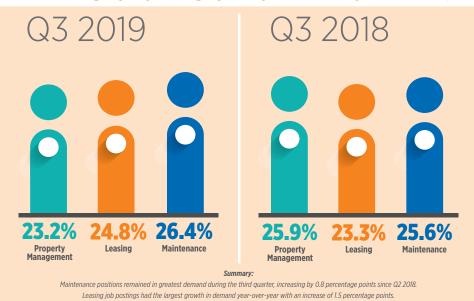
Q3 2019: **41.6%**

Q3 2018: **34.9%**

2013-2018 Average: **33_4%**

More than 41 percent of available real estate jobs in the US were in the apartment sector, increasing from 34.9 percent in Q3 2018. The demand for A hectic leasing season yielded 118,000 move-ins during the third quarter. Occupancy soared to 96.3 percent, as reported by RealPage.

Job Postings by Major Category (As a percent of all Apartment Jobs)



Top MSAs* (As a percent of all U.S. Apartment Jobs)



September 2019: % Apartment Jobs of Total Real Estate Jobs



The Evolution of Titles & Skills 2019 vs. 2014

Top Increases in Job Titles in 2019 (percentage point change in postings) **Leasing Consultant Maintenance Supervisor** +1.4 **Assistant Property Manager** Top Increases to Skills Desired in 2019 (percentage point change in postings requiring skill) Yardi Software +6.6 Microsoft Office +6.4 Teamwork/Collaboration

Leasing Consultants had the highest growth in demand over the past five years, increasing by 1.7 percentage points. Yardi software skills were up 6.6 percentage points. Positions requiring experience with Microsoft Office and team collaboration increased significantly since 2014.

Competing Sectors (Highest Location Quotients)**

Apartments		Retail Trade		Hospitality	
Austin	3.6	Seattle	2.2	Las Vegas	3.6
Denver	3.1	Denver	1.9	Napa	3.2
Seattle	2.8	Portsmouth, NH	1.9	Reno	3.1
Phoenix	2.6	Burlington, NC	1.9	Nashville	2.7
Portland, OR	2.6	Reno	1.7	Flagstaff	2.6

Common Skills (Percent of Jobs Requiring Skill)

	Apartments	Retail Trade	Hospitality
Specialized Skills	, (pareriories		. roop rearrey
Customer Service	31.6 %	45.0%	25.3 %
Sales	19.8%	47.2%	10.4%
Scheduling	15.5%	18.5%	18.0%
Baseline Skills			
Communication Skills	40.0%	41.1%	34.5 %
Organizational Skills	28.9%	25.5%	20.5%
Detail-Oriented	23.1%	14.7%	13.5%
Teamwork/Collaboration	15.9%	20.3	23.2%

The apartment industry often competes with the hospitality and retail sectors, all of which require strong customer service, communication,



Apartment Jobs Snapshot

Strong Demand for Apartments Mirrored in Jobs

NATIONAL APARTMENT ASSOCIATION

The strong demand for apartments across the country is well-illustrated in the echo demand for apartment jobs, according to the latest report from the National Apartment Association.

More than 41 percent of available real estate jobs in the United States were in the apartment sector, increasing from 34.9 percent in the third quarter in 2018, according to the NAAEI's Apartment Jobs Snapshot.

OCCUPANCY UP TO 96.3 **PERCENT**

A hectic leasing season yielded 118,000 move-ins during the third quarter.

Also, occupancy soared to 96.3 percent, as reported by RealPage.

Maintenance positions remained in greatest demand during the third quarter, increasing by 0.8 percentage points since the second quarter of 2018.

LEASING-CONSULTANT JOBS IN HIGH DEMAND

Leasing-consultant job postings had the largest growth in demand year-overyear with an increase of 1.5 percentage

In fact, leasing consultants had the highest growth in demand over the past five years, increasing by 1.7 percentage points.

Compared to five years ago, there has been an increase in employers seeking candidates who are skilled in Yardi Software, Microsoft Office and teamwork/collaboration.

Consistent with third quarter of 2018, Dallas, Los Angeles, and Washington D.C. had the greatest demand for apartment jobs in 2019.

NATIONAL APARTMENT **ASSOCIATION JOBS REPORT BACKGROUND**

The NAA jobs report focuses on jobs that are being advertised in the apartment industry as being available, according to Paula Munger, Director, Industry Research and Analysis, for the National Apartment Association's Education Institute.

"Our education institute is a credentialing body for the apartment industry. They hear often that one of the biggest problems keeping our industry leaders up at night is the difficulty in finding talent, attracting talent and retaining talent," Munger said. "Labormarket issues are happening in a lot of industries, certainly with the tight labor market we have."

NAA partnered with Burning Glass Technologies. "They have a labor-job posting database that is proprietary," she said, and they can "layer on data from the Bureau of Labor Statistics (BLS). We looked at that and thought we could do something that is really going to help the industry and help benchmark job titles and trends as we go forward," Munger



Sources: NAA Research; Burning Glass Technologies, RealPage, Census, Bureau of Labor Statistics

Rising Rent Control is Slowing Development

RENTAL HOUSING JOURNAL

States and municipalities threatening to or imposing rent control are losing interest from multifamily firms, causing them to reconsider their investment decisions, according to the latest survey from the National Multifamily Housing Council (NMHC).

The NMHC's Quarterly Survey of Apartment Market Conditions, conducted in October 2019, says with the continuing expansion of rent-control legislation 58 percent of survey respondents say they now operate in jurisdictions that have either recently imposed rent control or are seriously considering doing so.

Of respondents who operate in these markets:

- 34 percent have already cut back on investment or development, up from 20 percent last quarter.
- 46 percent are considering cutting back on investment or development going forward.

DESPITE RENT CONTROL, THE MARKET REMAINS STRONG

While rent control has led to increased concerns, the survey found that national market conditions remain strong as the Market Tightness (54), Equity Financing (55), and Debt Financing (75) indexes all came in above the break-even level (50). The Sales Volume Index (46) indicated a continued softness in property sales.

"While there has been much speculation

Question #5: An increasing number of jurisdictions recently either have imposed (or strengthened) rent control/limitation or are seriously considering doing so. We would like to know whether this has affected your investment or development decisions.

		Excluding "We do not
		operate in these markets
We have cut back on investment or development in these markets.	20%	34%
We have made no changes yet but are considering doing so in these markets.	27%	46%
We do not plan any change in investment or development in these markets.	12%	20%
We do not operate in these markets.	42%	N/A

recently about a coming recession, these latest survey figures suggest that apartment demand continues to drive rent growth and occupancy," said NMHC Chief Economist Mark Obrinsky in a release.

"Twenty percent of respondents reported improving market conditions, compared to just 12 percent who observed a looser market. Lower interest rates continue to create a more favorable environment for debt financing, as 58 percent of respondents reported improving conditions."

• The Market Tightness Index decreased from 60 to 54, indicating improving conditions for the third consecutive quarter. Twenty percent of respondents reported tighter market conditions than three months prior, compared to 12 percent who reported looser conditions. Over two-thirds

(69 percent) of respondents felt that conditions were no different from last quarter.

- The Sales Volume Index decreased from 48 to 46, with 31 percent of respondents reporting lower sales volume than three months prior. A slightly smaller group 23 percent of respondents reported higher sales volume, while 41 percent regarded volume as unchanged. Although the share of respondents indicating increased sales volume was the highest in 5 quarters, the share indicating lower sales volume grew slightly as well, causing the index to remain below 50.
- The Equity Financing Index inched down from 56 to 55, marking the eighth straight quarter of relatively unchanged conditions. Eighteen percent of respondents reported that equity financing was more available than in

the three months prior, compared to only nine percent who believed equity financing was less available. Meanwhile, the majority of respondents (60 percent) thought that conditions were unchanged in the equity market.

• The Debt Financing Index decreased from 80 to 75. For the third straight quarter, the majority of respondents (58 percent) reported better conditions for debt financing compared to three months prior, while eight percent felt that financing conditions were less favorable. More than a quarter (27 percent) of respondents reported unchanged conditions.

About the Survey: The October 2019 Quarterly Survey of Apartment Market Conditions was conducted October 7-14, 2019; 102 CEOs and other senior executives of apartment-related firms nationwide responded.



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10 Maintenance Items to Check This Fall

RENTAL HOUSING JOURNAL

The maintenance checkup this week provided by Keepe focuses on 10 rental property maintenance items to check this fall in and around your property.

Maintaining your rental property on a seasonal basis allows you to charge the maximum rent from your tenants, maintain a safe property and ensure that your vacancy rates stay low.

Checking for inexpensive maintenance issues also allows you to identify any potential problems and damages before they lead to expensive repairs.

During your fall season maintenance check-in, prioritize these maintenance duties to ensure your property is in tiptop shape.

No. 1 – Inspect heating and ventilation

Avoid expensive repairs by inspecting your HVAC systems at least twice a year. Replace filters in ventilation systems, remove debris from airways and exam heating elements for leaks to ensure safe operation. Additionally, you should cover the exterior HVAC units to prevent snow and cold from coming in.

No. 2 – Inspect the machines in your building

Ensure that your gym equipment, laundry machines, service elevators and other systems are running safely and efficiently within your building. Maintaining these systems also greatly improves your tenants experience at your property.

No. 3 – Maintain curb Appeal

Clean the windows and clean and/or repaint the exteriors of your property. Invest in your landscape to ensure your property is looking its best by incorporating visually pleasing plants and vegetation around your property.



No. 4 – CLEAN AND INSPECT WATER-RELATED FEATURES

To avoid issues with your downspouts and gutters, clean debris to avoid backups during the fall and winter season. Treating water systems and drainage are always much easier take care of before issues occur.

No. 5 – Upgrade common areas

Every five to seven years, upgrade features such as the flooring, carpets and paint on the walls that are in the common areas and hallways of your building to maintain a clean and modern ambiance.

No. 6 - CHIMNEY SWEEP

If your property has a functional fireplace, now is the best time to conduct a chimney sweep and ensure that any obstructions are cleared. Make sure

smoke can get out and cold air can't flow in.

No. 7 – Landscape Maintenance

Maintain the shrubs, trees and fertilization surrounding your property while also removing any plants or vegetation that may interfere with your curb appeal. Removing large objects and unnecessary tree vegetation will also reduce the likelihood of extreme wind

related damage to your property.

No. 8 – Inspect for cracks and leaks

Replace the stripping on windows, seal any cracks, and prevent drafts and leaks from entering at the bottom of the doors by correcting them with a door piece. This simple inspection can decrease your reoccurring electric bill – or your tenants' complaints about their high bills.

No. 9 - FIRE SAFETY

Replace the batteries in all of the smoke detectors within your property. Home fires are more common during the winter than any other time of the year so ensure that you practice your fire evacuation plan for your tenants during the fall season as well.

No. 10 – GET RESIDENTS INVOLVED

Let your tenants check for property maintenance services that they are responsible for – such as checking their own smoke detectors, windows, etc. If everyone helps out, your fall maintenance will go more efficiently.

SUMMARY

Preserve your property with these preventative maintenance tips and find that your property will be in better shape in the short-term and long-term. Schedule routine proactive inspections and you will save much time and money down the road.





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4 Types of Water-Intrusion Problems



RENTAL HOUSING JOURNAL

One of the most common causes for alarm in a rental property is water intrusion. This can be caused by many things, including faulty waterproofing during construction, poor drainage, incorrect water structure, and more commonly, the age of the property.

Next time you need to tackle water intrusion at your rental property, take note of these areas of concern.

PROBLEMS CAUSED BY WATER INTRUSIONS AND LEAKAGES

Water intrusion can be disastrous on many levels, especially any part of the structure that is wood. Water damages wood, making leakage a major concern.

Secondly, water leakage causes a health threat to the occupants of the rental property; it can enable mold to grow when it goes undetected, and it provides a breeding ground for mosquitoes and

other insects. If a substantial water leak comes in contact with electricity, there's also the danger of electric shock or electrocution.

WHY BASEMENTS AND CRAWL SPACES LEAK

Basements and crawl spaces are the places most susceptible to water intrusion. In property management, it is critical to be keen about the following:

- Construction codes: These are the regulations that govern the design, construction, alteration and maintenance of structures. By adhering to these standards, you will uphold the health, safety and welfare of building occupants and, in this case, avoid water intrusion.
- Proper drainage: A faulty drainage system can result in water intrusion in your property. This is why it is important to make sure your drainage is well-structured, because while a water intrusion may take a long time to manifest, when it does, it will cost more to repair.
- Problems with water vapor: A family of 4 people yields about 3.5 gallons of water vapor on a daily basis, aside from the water vapor generated by activities like cooking, ironing and other heat-generating activities. Indoor air quality is affected by moisture. If water vapor is not managed well, the result is that mold can form in the room. There is also condensation and an increase in dust mites, which can be a big cause for concern.
- Waterproofing: Water intrusion can sometimes come through the floor of the basement. This is an indication that the waterproofing part of the original build of the floor was not efficient. If your property is in the process of being built, there is still time. However, if it is an existing property and you notice water intrusion from the floor, the floor has to be replaced.

SUMMARY

The water-intrusion threat should always be considered because of potential consequences to both occupants and property. To be vigilant, routine maintenance practices are a must.

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Don't Drop the Baton

'Finishing the Race' with Bad Tenants

By Brad Kraus Attorney, Warren Allen LLP

Imagine you entered a relay race, competing with one other team for a prize you desire. You ran hard, persevered, but rather than cross the finish line and prevail, you decide to throw your baton backwards. Sounds crazy, doesn't it?

Some Landlord/Tenant disputes can feel like grueling marathon races, with eviction actions denoting the finish line. Successful landlords cross the finish line first by avoiding mistakes in the lead-up period. Many Landlords stumble during the race or right before they are set to cross the finish line, often due to inexperience or a lack of knowledge of the procedures involved.

Two common mistakes often befall landlords: (a) service of notices at improper times, and (b) actions taken which undermine the Landlord's position of strength in an eviction case. For example, I've seen many landlords serve termination notices after they've already terminated tenancies or when termination dates are rapidly approaching. The latter termination notices can unnecessarily extend the finish line by shifting termination dates out into the future.

Assuming the Landlord does the right thing and files an eviction action on the uncured 72-Hour Notice, a courtenforceable Stipulated Agreement within this process provides the Landlord

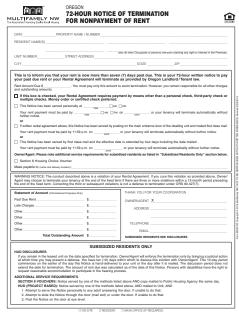


with the strongest rights. The Landlord can dictate the terms of the Agreement from both a fiscal prospective, but also with provisions related to conduct. If the Tenant fails to comply with the terms, a Declaration of Noncompliance can be filed, and the tenancy can be terminated through the courts.

Another common Landlord misstep involves actions that undermine rock solid Stipulated Agreements in FED actions. For example, some Landlords—with a court-enforceable agreement in hand—unknowingly serve Notices for tenant defaults of that very court-enforceable Stipulated Agreement. If the Notice of Termination extends or waives the Agreement's deadlines, the landlord again shifts the finish line and makes the race unnecessarily harder. These

Landlords ran the race . . . but failed to cross the finish line.

Being a Landlord can feel like a ratrace in and of itself. It's rarely easy, and troublesome tenants make it harder. The best landlords are constantly "training": they update their legal knowledge, keep their forms current, and optimize their termination and eviction strategies, whenever the occasion calls. At the same time, they don't trip themselves up. Successful landlords understand the marathon nature of some landlord/tenant disputes and adhere to strategies that ensure their position at the finish line. With troublesome tenants, your goal should always be to position yourself favorably within the confines of the eviction statutes. Within that setting, if the Tenant fails to perform as required,



72-Hour Notice of Nonpayment of Rent: This form can be served as early as the eighth day the rent is past due. It notifies tenants that unless their rent is paid within 72 hours, lease will be terminated. That timeframe is extended by 3 days if mailed. The form requires tenant to pay only current month's rent to avoid termination. Late fees and other charges can be recouped using a Notice of For Cause Termination.

finishing the race is easy. However, it's important to cross the finish line with your baton . . . rather than throw said baton (i.e. your rights/remedies) into the river.

Filling Out Applications Before a Property Tour

Dear Landlord Hank: Do you give tenants a tour of your vacant rentals before they fill out an application? Or do you require an application before you give a tour? We charge a \$30 application fee. — **Tim**

Dear Landlord Tim: I insist that tenants see THE vacant unit they would be living in prior to filling out an application.

I do prescreen on the phone before I set up a showing to make sure these are possible tenants, and they desire the rental we have in the time frame we want to rent it.

I ask if the tenants have seen our internet advertising with photos and details so they know what to expect. I find out how many people would be renting and how soon they need a property.

Also I make sure they don't have pets, if not pet-friendly, etc.

Then I set up a tour and if the clients are interested, I provide an application and explain the application process.

I would not want to waste time processing an application for someone that may not want the unit.

Dear Landlord Hank: How do you handle tenant roommates and guests?

How to handle tenant roommates and guests is the question this week for Landlord Hank on how he handles



the situation as a landlord and property manager.

This question keeps coming up from landlords again and again, so Hank is taking on the answer again. He is not giving legal advice, just how he handles it himself as landlord and property manager.

This is an on-going situation for most landlords, I think.

Now that the economy is better and more rentals are available I'm actually seeing less of "doubling up or extra unauthorized roommates."

I can't speak to legal matters but a great lease will help the landlord in this situation. I always address this situation up front, verbally, with the tenants, concerning guests and the amount of time a guest can stay, per the lease.

In my lease, it is 72 hours that a guest can stay without PRIOR written consent of landlord.

I ask tenants if they plan on having anyone else living with them, up-front, family or not. I make sure all occupants are on the lease by name.

I've made the mistake in the past of allowing a tenant to get a roommate when my tenant lost one of her two jobs and couldn't make the rent.

I told my tenant she'd have to have a rental agreement with her roommate and this roommate would have to be screened and accepted by me but she would be responsible if anything went wrong.

The situation went bad after about a month and the tenant had to evict her roommate and then I had to evict her.

A very messy situation and one best not to be involved in.

Tenants and roommates can get injunctions or restraining orders against each other if things go really bad.

I shy away from roommate rentals and suggest you do as well.

If a tenant does have an unauthorized guest or tenant, this should be a clear violation of your lease.

In this situation, I would give my tenant a "seven-day notice of non-compliance with lease with opportunity to cure."

This is a legal notice stating tenant is in violation of lease and must remedy the situation by having an unauthorized tenant leave within seven days.

If tenant doesn't provide proof that "guest" is gone, then I'd file "sevenday notice of non-compliance notice of

termination" meaning that tenant will be evicted in seven days due to this violation of the lease.

This is a trying time in our job of

must be done.

Don't be soft and allow your lease to

property manager and landlord, but it

Your kindness will be repaid with having to do this chore a short distance down the road, so you are only putting off the inevitable.

About Landlord Hank: "I started in real estate as a child watching my father take care of our family rentals- maintenance, tenant relations, etc. in small town Ohio. As I grew, I was occasionally Dad's assistant. In the mid-90s I decided to get into the rental business on my own, as a sideline. In 2001, I retired from my profession and only managed my own investments, for the next 10 years. Six years ago, my sister, working as a rental agent/property manager in Sarasota, Florida convinced me to try the Florida lifestyle. I gave it a try and never looked back. A few years ago, we started our own real estate brokerage. We focus on property management and leasing. I continue to manage my real estate portfolio here in Florida and Atlanta. Visit Hank's website: https://rentsrq.com

Survey Shows Job of Property Management is Changing

Continued from Page 1

and owners of all types keep a close eye on their properties' profitability.

GROWTH OPPORTUNITIES

The survey shows that 48 percent of property managers named growth a top priority this year—an increase of nine points since 2017.

"Growth is the top priority," Phillips said, and "the importance of efficiency has rebounded this year." Profitability expectation was lower.

Though fewer property managers reported portfolio growth in 2019 than in years past, 70 percent did add new properties to their portfolios in the last two years.

Portfolio loss has prevented many property managers from achieving significant growth recently, with a strong seller's market motivating some rental owners to sell their properties. In response, property managers have found innovative ways to generate more revenue without adding new doors, from expanding their services to retooling their fee structures and more.

"However, another piece to the profitability question that has really exploded is legislation and regulation," Phillips said. "There are a lot of changes that are going on here and I just want to note we are looking through the lens of how it impacts our industry. This is not

Property Managers' Top Priorities

	2017	2018	2019
Growth	38.9%	42.8%	47.8%
Efficiency	48.7%	39.0%	45.1%
Profitability	Π.	34.7%	31.0%
Owners	15.4%	20.3%	23.0%
Communication	20.5%	17.1%	22.6%
Balance	21.4%	12.9%	20.5%
Organization	20.8%	23.4%	19.1%
Marketing	12.8%	16.7%	19.0%
Residents	19.3%	23.8%	16.1%
Property improvements	17.3%	16.0%	12.8%
Staff	12.4%	15.6%	12.3%
Vendors	13.7%	12.1%	11.4%
Technology	9.9%	15.2%	11.2%
Downsizing	1.8%	1.9%	1.6%

about politics. This is how these policy changes impact our economy. "

Phillips read a response from a participant in the survey that said, "So as laws become more restrictive we are forced to take additional precautions in our leasing processes and resident-retention policies. This is not always perceived well by owners and residents."

Phillips said in an effort to combat housing-related issues NARPM is seeing "a lot of new regulations pop up, and we are trying to work with our localities. This is just the beginning."

TOP PRIORITIES

Property managers are laser-focused on growth and efficiency above all else—as they have been for four years straight, according to the survey

In our recent seller's market, growth hasn't come naturally, the survey says.

Property managers have had to fight to maintain their profitability and client base—their third and fourth mostselected priorities for the coming year. In addition, many have renewed their focus on effective communication with their residents, owners, and employees, needed in this fast-moving era where technology both facilitates and hinders relationships.

THE FUTURE

"Property management increasingly resembles the hospitality industry," Phillips said in the webinar. "The role is becoming more of a consultant, especially as regulations complicate things for the landlords. Relationships are still the most important thing despite all prop-tech hype," she said.

"Customers are drawn to high-touch, personalized experiences," she said. "It should all be in service to a strategy that creates great tenant experience and customer experience," she said.

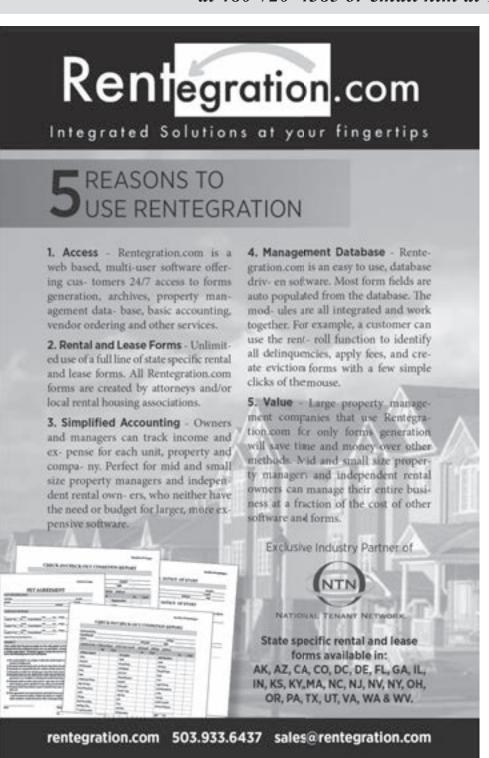
In addition, a few takeaways:

"First and foremost, make sure you ground every decision you make in the experience and relationships you are seeking to create with your owners and managers.

"Remember, focus on your local expertise. Property management cannot be handled on a national level. Awareness of local market trends matter.

"Diversify your revenue stream, and most of all keep learning and stay connected and take advantage of the learning opportunities out there for you," Phillips said.

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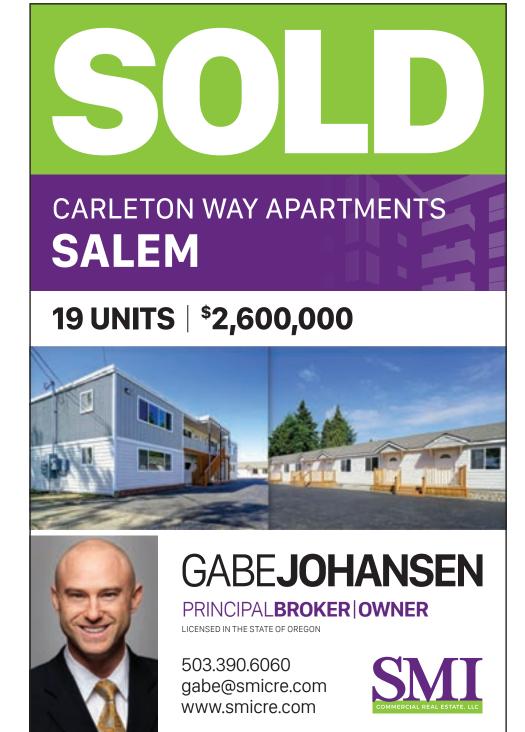
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Manufactured Fireplaces: Use the Correct FireboxReplacement Panels!!!

PORTLAND CHIMNEY & MASONRY, INC.

The panels used for wood-burning (solid fuel) units and gas-burning units are very different and the correct replacement panels need to be used

Many of your units, especially apartments and condominiums, are equipped with manufactured fireplaces. Each fireplace is labeled with make and model number and UL listing (Underwriters Laboratories, an agency that tests and certifies any product as safe under operating conditions) and originally comes with model and installation instructions. All the parts of these fireplaces are tested under various conditions in conjunction with the rest of the fireplace unit to ensure best possible performance of the unit.

Over time, various parts of these units will wear out, most commonly the interior fireplace area called the firebox. The firebox consists of the back wall, left-side and right-side wall panels as well as the floor panel.

Replacement panels are available. These panels are called Refractory Panels.

The technical definition of Refractory: "A substance that is resistant to heat."

Definition from Lexica/Powered by Oxford Online.

These panels are Refractory Cement panels for solid fuel (wood burning) Manufactured Fireplaces. These units have been tested under very exact conditions, so if the incorrect replacement panel is used it violates the Underwriters Laboratories listing of replacement parts for that Manufactured Fireplace.

Panels for a gas Manufactured Fireplaces are very different from a wood burning manufactured Fireplace and should not be used for wood fireplaces.

* According to a publication for the Chimney Safety Institute of America:

"REFRACTORY PANEL:

The panels for solid-fuel fireplace are typically molded or cast from a concrete aggregate mixture, or are otherwise made from cut bricks molded into the necessary forms. Panels for gas-burning fireplaces are typically molded from a mixture of ceramic fibers and lightweight concrete.

Over time, refractory panels break down either through the repeated heating-cooling process, trauma of some sort (log impacts, etc.), or general wear and tear from normal operations. Replacing or repairing the panels helps to maintain the safety of the fireplace, as well as its aesthetic appeal.

CRITICAL ISSUES:



Maintain Thermal Performance of Fireplace: When replacing panels, the important factor is to maintain the same thermal performance as the original fireplace.

Keep same Panel Thickness as Original: By using replacement panels with the same thickness as the original panels helps to keep the thermal performance the same and helps to ensure a good fit and finish of panels."

A trained Chimney Technician will inspect and recommend the correct panels for your Manufactured Fireplaces.

* "The Use of Aftermarket Components and Their Effects on the Safety and Performance of Factory-Built Fireplaces," Prepared for The Chimney Safety Institute of America by Eric Adair, P.E., Adair Concepts & Solutions, LLC

The photo at right shows a gas fireplace fiber-backed panel versus a solid-fuel (wood burning) fireplace refractory cement panel.







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