

We have revised ALL of our Rental Checklists and Procedures for working with Landlords and Tenants. Vanguard's Policy has always been that you may list rentals for lease and / or work with tenants, however **all rentals MUST go through Vanguard Property Management (VPM)** for you and your clients protection.

With so many new peeps here please note that this is a completely different company from Vanguard Properties . The checklists and procedures posted will guild you through any transaction. If you are working on a property in San Francisco, VPM will draft the lease, **please do not draft leases in San Francisco unless you have specific permission.** VPM must review all leases, and all paperwork. Additionally VPM is responsible to check references, run credit reports and compile our file. Any funds you collect must immediately be sent to VPM for their Trust Fund, NOT Vanguard Properties Accounting Department this is a direct violation of BRE Rules. (FYI) The "Leasing Procedure or Representing Landlord and / or Tenant" outlines the Commission you will receive as well as the fee to process leases and / or rentals.

We have created email addresses for each office to send all documents pertaining to Leases / Rentals to, these will be on the Vault under the Rental Tab, and are listed here for you as well. If you are currently in the middle of working on a lease or with a tenant please go to the Vault and follow the procedure outlined.

The addresses are:

Mission:	lease@vanguardsf.com
Castro:	lease@vanguardcastro.com
Fillmore	lease@vanguardfillmore.com
199 NM	lease@vanguard199nm.com
Marin	lease@vanguardmarin.com
Santa Rosa	lease@vanguardsantarosa.com
Healdsburg	lease@vanguardhealdsburg.com
Guerneville	lease@vanguardguerneville.com