

## *How to Use the Document Forms CD*

The files within the Documents CD have been created and saved with Microsoft Word 2003. Therefore, I highly recommend you use Microsoft Word 2003.

As an alternative, additional files in Rich Text Format (RTF) have been also included for non-Microsoft Word users. However, there are no guarantees to how the documents will appear if you open these files with another software package.

There are two ways of using the forms on the Documents CD.

1. You may print the blank forms out and handwrite the Tenant and Property information in.
2. You may type in the Tenant and Property information into the Word documents, save them, and then print them out.

While either method is acceptable, I prefer Option #2 because it creates a more professional look.

**You should print two sets so that you and your tenants will each have an original set of agreements on file!**

### *Bonus #1: One-Year of Free Updates*

You have one year of free updates (through e-mail) of any revisions we make to our Lease-Option Document Collection. For a \$10.00 handling fee, we can send you a new CD with the updated and revised documents. Contact us at [www.turnkeyinvesting.com](http://www.turnkeyinvesting.com) for the latest updates to take advantage of this offer.

### *Bonus #2: MP3 Audio Commentary*

Within your Document CD, there is a starter MP3 audio commentary file. However, updates to this MP3 audio commentary file can be found at [www.turnkeyinvesting.com](http://www.turnkeyinvesting.com).