

BLUE HARBOR EDITIONS

FIRST-TIME LANDLORD KIT

The international system for preparing, renting and managing your first property



36 TEMPLATES | 14 PLAYBOOKS | 60 MESSAGES | 2 WORKBOOKS



COMPLIANCE

local profile



OPERATIONS

one system



EVIDENCE

from start to exit

LOCAL RULES. GLOBAL PROCESS. CLEAN EVIDENCE.

An operating system for small landlords. Not legal, tax or real-estate advice.

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BLUE HARBOR
STUDIO

How to use this kit

POSITIONING

This kit uses an international process and always requires localisation. It never assumes that deposits, screening, access, notices, increases, safety, tax or termination work the same way across jurisdictions.

The L.E.T.S. method

Stage	Meaning	Outcome
L	Localise rules and forms	Verified profile
E	Evidence money, condition and decisions	Clean evidence
T	Treat applicants and tenants consistently	Defensible decisions
S	Supervise deadlines, maintenance and closure	Stable operations

Essential boundaries

- It does not replace a lawyer, tax adviser, property professional, insurer, contractor or authority.
- It does not guarantee yield, occupancy, payment, compliance, deposit recovery or dispute outcomes.
- It does not include a universal lease: use the mandatory or locally reviewed agreement.
- It does not permit discrimination, arbitrary entry, threats, utility interruption or eviction outside lawful process.

90-minute Quick Start

- 1 Open the workbook and choose language, currency, country and territory.
- 2 Complete the Jurisdiction Profile using current public sources.
- 3 Run the Compliance Gate and block launch when critical evidence is missing.
- 4 Enter conservative rent, costs, reserve and stress scenario.
- 5 Create folders for property, applicants, agreement, money, maintenance and exit.
- 6 Approve screening criteria and the listing version before publishing.
- 7 Prepare the condition report, inventory and photo index.
- 8 Schedule a 20-minute weekly review and 45-minute monthly review.

FIRST RULE

If you do not know which local rule applies, do not improvise: log the question, locate the official source and obtain qualified review.

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File architecture

Folder	Contents	Rule
00_CONTROL	local profile, dashboard, reviews	current version only
01_PROPERTY	title, mortgage, insurance, certificates	restricted access
02_LISTING	market research, listing, enquiries	dated versions
03_APPLICATIONS	forms, permissions, scorecards	codes, minimal data
04_TENANCY	agreement, deposit, move-in	final copies
05_MONEY	rent, receipts, expenses, reconciliations	one record per event
06_OPERATIONS	tickets, access, inspections, vendors	unique IDs
07_EXIT	notice, exit, deposit, closure	compare baseline

FILE NAMES

YYYY-MM-DD_PROPERTY-TENANCY_CATEGORY_DESCRIPTION_v01.ext. Do not place sensitive data in filenames.

PART I | PLAYBOOKS

From decision to closure

Fourteen international procedures to localise, evidence and review.

