

Powered by THE **4SHO**METHOD™

ONE PROPERTY.

MULTIPLE INCOME STREAMS.

How I Close Tenants
Before In-Person Showings
& Run a Drama-Light
Rooming House That Pays
Consistently

INCLUDES:

- Scripts
- Templates
- Exact Wording
- Framework

K-D.

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My granny used to say:

“Take what you got and make what you need.”

That mindset is the foundation of everything in this book.

INTRO

I bought both of my properties from a tax lien sale for under \$5k total.

These are the only two rental properties I own.

They are the same properties I run as rooming houses.

One is a 2-tenant property.

One is a 4-tenant property.

Both of them are extremely ugly on the outside.

Let me say that again. *Ugly.*

One sits on the quietest block in the hood. And I mean quiet. No nonsense. Just stillness.

Nobody is driving by saying, “Wow, that’s beautiful.”

But every Friday?

They pay.

I didn’t buy these properties to impress anyone.

I bought them to produce income.

And if you’re reading this, I’m assuming you want the same thing.

So you want multiple income streams with a single property?

Let’s get it.

A rooming house is one property producing multiple rents:

- Bedroom/Unit A
- Bedroom/Unit B
- Bedroom/Unit C
- Bedroom/Unit D

One roof. Multiple checks.

Rooming houses are supposed to be temporary housing.

My goal is simple:

- Six months per tenant.
- Two tenants at six months each equals one full year of occupancy per room.
- That's the math.

Now here's the twist...

Most of my tenants stay longer.

I've had multiple tenants stay for three years.

Why?

Because structure keeps people longer than emotion ever will.

I don't rent to family.
Business and blood don't mix for me.

I don't run a friend club.
I run a system.

The introductory version explains the mindset. This version explains the system.

And in this book, I'll show you how I:

- Close tenants before they ever see the property in person
- Keep drama to a minimum
- Handle late payments without emotional spirals
- Set up payment systems without chasing cash
- Tighten income verification, so you're never arguing over paperwork
- And protect my peace while collecting multiple streams from one address

The 4SHO Method™ is a simple 7-step system designed to take someone from zero experience to running a stable, repeatable rooming house operation.

Operator Tip

I can't include every tip and trick in this short guide, but these are the essentials to get started.

The real money is in the structure and systems.

1. Understanding the Model
2. Legal Awareness
3. Property Setup
4. Screening Residents
5. House Rules
6. Rent Collection & Enforcement
7. Manage Without Losing Your Peace

Let's start with what a rooming house really is.

CHAPTER 1

Understanding the Rooming House Model

Step 1 of The 4SHO Method™

First, let's clear something up.

A rooming house is not:

- An Airbnb.
- A traditional single-tenant rental.
- A crash pad.
- A cousin's spare room.

It is structured shared housing.

And if you treat it casually, it will punish you financially.

Who This Model Works For (and Who It Doesn't)

This model works for owners who:

- Can operate with structure
- Don't need emotional validation
- Can enforce rules consistently
- Understand that systems reduce drama
- Are comfortable managing multiple personalities

This model does not work for owners who:

- Want passive, hands-off income
- Avoid conflict
- Feel guilty enforcing rules
- Want tenants to feel like family

Traditional Rental vs Airbnb vs Rooming House

Traditional Rental

- One tenant.
- One lease.
- One payment.
- One problem at a time.

If they don't pay – you're exposed 100%.

Airbnb

- High turnover.
- High furnishing cost.
- High management time.
- City regulation risk.

Rooming House

- Multiple tenants.
- Distributed income.
- Utilities included.
- Shared common areas.
- Lower vacancy risk.

One tenant leaves? You still have others paying.

That's leverage.

So You Want Multiple Income Streams With One Property — Let's Get It

Let's do simple math.

Four-bedroom house monthly rent:

- Largest bedroom — \$600
- Large bedroom — \$540
- Medium bedroom — \$520
- Small bedroom — \$405

That's \$2,065 per month gross.

Even if utilities reduce your net slightly, retention improves.

And retention is where the real money is.

You're not chasing high rent.

You're chasing *consistent* rent.

Rooming Houses Are Supposed to Be Temporary

In theory, these are short-term housing setups.

In practice?

Structure makes people stay.

My personal goal:

Six months per tenant.

If I get:

- Tenant A = 6 months
- Tenant B = 6 months

That equals one full year per room.

But I've had tenants stay three years.

Temporary housing doesn't mean unstable housing.

It means flexible housing.

House Setup Matters (Even Though We'll Go Deeper Later)

Even in this chapter, you need to understand:

Layout prevents drama.

Multiple bathrooms reduce tension.

Shared kitchen + one bathroom = conflict.

Two bathrooms? Much smoother.

Add:

- Washer/Dryer — the gold. (initial move-in fee + annual usage fee)
- Furnished rooms
- Working fridge & microwave (or 2)
- Fast HVAC repairs
- Strong A/C (Central Air; no window units)

HVAC, washer/dryer, and fridge repairs are not optional.

They are value-add retention tools.

Ugly outside doesn't matter.

Inside functionality does.

Name the Property

Yes, name it. This is psychological.

When you name the property, it becomes:

- A housing operation.
- A structured program.
- A business.

Not “my house.”

It shifts your mindset.

It shifts tenant expectations.

“Who Raised You?” Standard

Shared housing requires baseline behavior.
Clean dishes.
Trash handled.
Respect shared space.

You will have the “clean property” conversation during lease signing.

Not after chaos.

Standards are set early.

I Haven’t Rented to Family

I don’t mix emotion and rent.

That’s personal.

You may choose differently.

Hard Lesson

Structure collapses when guilt enters the room.

Realistic Expectations

Utilities included reduces net slightly.

But:

- It simplifies collection.
- It reduces arguments.
- It increases retention.

Budget billing (we’ll cover this later) smooths surprises.

Peace is profitable.

Quick Action Step

Before you buy, convert, or list anything:

Write down:

- Number of existing bedrooms + anticipated bedrooms after framing/door additions.
- Number of bathrooms.

- Projected per-room price (stagger room prices according to room size).
- Utility estimate.
- Six-month retention goal.

| If the math doesn't work on paper, it won't work in real life.

Next chapter:

We'll talk legal basics — plain English — and how to protect yourself without becoming paranoid.

We're building income.

But we're building it clean.

CHAPTER 2

Legal Awareness

Step 2 of The 4SHO Method™

Before we go any further...

Let's slow down and talk about the part most people skip.

The legal side.

Not in scary language.

Not in attorney billing-hour language.

Plain English.

Legal mistakes get expensive fast. (I know!)

And we're building income — not court dates.

Disclaimer (Let's Be Clear)

This is not legal advice.

I am not your lawyer.

I am not your city inspector.

I am not your zoning office.

Every city is different.
Every county is different.
Every state is different.

You must check your local laws.

Rooming houses are common.
They are everywhere.

But how are they regulated?
That depends on where you are.

Do your homework before you frame doors and list rooms.

Protected income is peaceful income.

Zoning & Occupancy (The Basics)

Two words you need to understand:

Zoning Occupancy

Zoning

Zoning determines what type of housing is allowed in an area.

Some cities classify rooming houses differently from single-family homes.

In some areas:

- You may need a permit.
- You may need inspection approval.
- You may need specific safety upgrades.

In my area, you can apply for a rooming house permit.

From what I hear, it's not overly complicated.

Some of the requirements may include:

- Door handles instead of traditional round knobs
- Exit signs
- Possibly additional safety hardware

I didn't go that route.

But they absolutely exist in my area.

You need to research yours.

Because "I didn't know" doesn't lower fines.

| Not knowing the rules does not reduce the fine.

And fines?

They can wipe out months of profit.

Occupancy

Occupancy limits determine:

- How many unrelated adults can live in one dwelling
- How many people per bedroom
- Minimum square footage requirements

Four bedrooms do not automatically mean four tenants.

Sometimes cities cap unrelated occupants at 3.

Sometimes not.

Again — check locally.

Don't assume.

Lease Agreements (Plain English Version)

This matters.

A **lease** generally gives someone legal possession of space for a set period.

Not all agreements are created equal.

The document you use affects how easily you can enforce rules or remove someone.

This is not something you guess on.

Why does this matter?

Because how your agreement is structured affects:

- How you enforce rules
- How removal works
- How courts interpret your setup

Most rooming houses operate under lease agreements for individual rooms.

Each tenant:

- Has a private bedroom
- Shares common areas
- Has their own agreement

One tenant violates?
You address that tenant.
Not the whole house.

This is where structure protects you.

Protecting Yourself with Separate LLCs

Many small landlords place multiple properties under the same company. That can create unnecessary risk and messy bookkeeping.

A safer and more organized approach is:

- Place each property or building in its own LLC
- Open a business bank account under that LLC's EIN
- Create separate accounts for each room/unit

| One property → one LLC → separate accounts for each unit.

Example:

Unit A → Account 1

Unit B → Account 2

Unit C → Account 3

These accounts can all be at the same bank, under the same EIN, but keeping them separate makes it much easier to:

- track income by unit
- manage taxes
- maintain organized financial records

This structure also helps you quickly see which units are performing and which ones are not.

Evictions & “Putting Folks Out”

Let’s talk real.

Removing someone from housing is not casual.

It should involve:

- Understanding your state’s eviction laws
- Possibly consulting an attorney
- Possibly working with a mediator

I personally do not run to lawyers for every situation. But know that depositions are mentally, emotionally, and financially straining.

But you should understand your local legal process.

Removal should never be your first move. Structure and documentation come first. We’ll break down enforcement flow in Chapter 6.

There is a difference between:

- Enforcing structure
- Acting emotionally
- Violating housing law

Don’t know the difference?

Consult someone who does.

Hard Lesson

The law does not care about your frustration.

It does not care that rent is late. It does not care that the tenant is disrespectful. It only cares whether you followed procedure.

Structure protects you when emotion cannot.

If you ever need help thinking through a specific situation strategically — that’s exactly the kind of thing reserved for a 1:1 consult.

Because one wrong move can cost you months.

That “Put Folks Out” Clause I Added to My Lease

I experimented with adding a clause like this in my lease.

“If the tenant is behind on rent, the landlord reserves the right to remove all of the tenant’s belongings from the premises. Any electronic items will be returned to the tenant at a later date determined by the landlord.”

Now hear me clearly.

Just because something is written in a lease does not mean it overrides local law.

Your state ~~may have~~ **HAS** strict rules about:

- Self-help eviction
- Property removal
- Storage requirements
- Notice periods

Do not assume.

Check your state’s landlord-tenant code.

Some states are extremely strict about touching someone’s belongings.

Again:

Protected income.

Peaceful income.

Tenant Registration & The Registry Conversation

Now let’s address something people whisper about.

Some tenants are required to register with a public registry.

In my experience, tenants who must register tend to stay longer.

Why?

Because housing options can be more limited depending on:

- Proximity restrictions
- School zone distance rules
- Park distance rules

If you have a property that fits the required distance guidelines in your area, you may receive more long-term applicants from this population.

Let's say this clearly one time:

I have rented to individuals listed on the sex offender registry.

Now let's keep it balanced and factual.

In some states, something as simple as public urination can land someone on that same registry.

In other states, an age-gap relationship between a 17-year-old and an 18-year-old can also trigger listing.

Not every registry case is violent.
Not every registry case is predatory.
Not every story is the same.

I do not get caught up in backstories.

I screen for:

- Payment ability
- Communication
- Structure compliance

That's it.

I have never had issues with co-ed living related to registry status.

Other tenants do not automatically know unless the person discloses it.

They have served their time.

Housing is still housing.

We will go deeper into tenant types and screening in Chapter 4.

But understand this:

Registration requirements can influence retention.

Structure matters more than stigma.

Mistakes Are Expensive

Let me say this again.

| Legal mistakes are expensive.

Permit mistakes?
Expensive.

Occupancy violations?
Expensive.

Improper removal?
Very expensive.

If you are unsure:

- Call your zoning office.
- Read your state landlord-tenant laws.
- Schedule a consultation.

Information costs less than court.

Quick Action Step

Before you list one room:

Research and write down:

- Your city's zoning classification for rooming houses
- Occupancy limits for unrelated adults
- Whether permits are required
- Fire safety requirements
- Property removal laws for nonpayment
- Registry distance restrictions in your state

If you don't know the rules,
you can't build a stable system.

It's one thing to know the rules,
whether you follow them or not.

We're not building fast money.

We're building dependable money.

Next chapter:

We'll talk about physical property setup — the things that prevent problems before they ever start.

Because layout, locks, cameras, and WiFi solve more issues than arguments ever will.

CHAPTER 3

Property Setup

Step 3 of The 4SHO Method™

Before we talk about tenants...
Let's talk about the house.

Because 80% of “tenant problems” are really **property setup problems**.

If the house is set up right, half your headaches disappear before they ever knock on the door.

1. Security & Tech: Simple, Controlled, and Non-Negotiable

You are running a **rooming house**, not a group chat.

WiFi (Yes, Include It — But With Purpose)

- WiFi is included.
- It powers:
 - Interior/Exterior cameras
 - Smart front door lock (if applicable)
 - Smart thermostat

- It is **not** a luxury perk. It's infrastructure.

Cameras (Keep It Legal & Smart)

- **Doors only.**
 - Front door.
 - Back door.
 - Basement/side entrance (if applicable).
- ⊘ No hallways.
- ⊘ No bedrooms.
- ⊘ No bathrooms.

Smart Thermostat (Locked & Controlled by You)

Install a smart thermostat inside a locked box.

Control it from an app.

Why?

Because:

- Someone will always be too hot.
- Someone will always be too cold.
- And someone will try to turn the house into a sauna.

Set a comfortable range and leave it there.

Use Re-Keyable Locks

Rooming houses have more turnover than typical rentals.

If you replace locks every time someone moves out, costs add up quickly.

Instead, install re-keyable locks such as SmartKey locks on room doors.

These allow you to change the key in seconds without replacing the lock.

Benefits:

- Faster turnover
- Lower hardware costs

Operator Tip

Cameras protect you more than they protect tenants.

They provide a clear record of who enters and exits the premises, helping to identify unauthorized individuals and ensure only those supposed to be on-site are present.

Simple Rule

Cameras at entrances only.
Never bedrooms.
Never bathrooms.

- Better security control

Operator Tip: Expect to change keys often. Use locks designed for it.

House Rule:

- No tampering.
- No removing covers.
- No adjusting.
- Tampering = immediate lease violation.

Tenants may:

- Buy their own small heater or fan.
- Plug directly into the wall (no extension cords).

That rule alone prevents:

- Fire hazards
- Blown circuits
- Fights over temperature

2. Furnished = Longer Stays

Minimal furniture = higher turnover.

Furnished rooms = longer retention.

Minimum Bedroom Setup:

- Bed (frame + mattress)
- Dresser or chest
- Hangers
- Door with a lock
- Adhesive letter label (Unit A, B, C...)

A closet without a door is not a room.

Doors make it a room.

If converting a single-family home:

- You may need to add framing and doors.
- Shotgun houses? More complex. Plan carefully.

3. Layout & Locks

Front Door

- Keypad entry.
- Each tenant gets:
 - Their own door code.
 - A physical key to their bedroom.

Never share codes between tenants.

Shared Spaces Should Feel Normal

Think: basic Airbnb — not luxury.

Living Room

- Sofa
- Side tables
- Bookshelf
- Lamps if needed
- Welcome mat at the entrance

Kitchen

- Table + chairs
- Minimum cookware
- Ice trays
- Paper towels
- Dish rags
- Bleach Cleaner

If 4+ tenants:

- **2 refrigerators**
- **2 microwaves**

Bathroom

- Shower curtain
- Floor rug
- Hand soap
- Plunger
- Toilet bowl cleaner wand

Provide:

- 2 rolls of tissue at move-in per tenant

That small gesture prevents Day 1 complaints.

4. Hall Closet = Operations Hub

Stock once. Refill occasionally.

Keep:

- Salt (for snow/ice)
- Shovel
- Broom + dustpan
- Mop + bucket
- Initial trash bags
- Bug spray
- Items left behind that are reusable

5. Clean Exterior = Non-Negotiable

On Day 1:

- Close the gate behind you.
- Tell them to do the same.

Explain clearly:

“This is how the front, sides, and street should always look.”

Grass cutting?

- I pay for the initial cleanup.

- After that, tenants handle it.
- Explain during phone screening AND lease signing.

Not windows.

Not major repairs.

Grass only.

6. Pest Control = Preventive, Not Reactive

Before move-in:

- Spray bedroom/room/unit.
- Spray common areas.

Every few months:

- Re-spray common areas.

Season change?

- Put bait/poison out early.

Prevention > infestation.

7. Utilities & Budget Control

Put utilities on **budget billing**.

Nothing disrupts your peace like a surprise \$500 spike.

Control your fixed expenses so tenant turnover doesn't destroy your margins.

8. Washer/Dryer = Retention Machine

If possible:

- Include washer/dryer.
- Annual W/D fee.

Convenience keeps people longer.

9. Inspection Schedule

Visit every few months.

You are checking for:

- Leaks
- Small repairs
- Unauthorized changes
- Cleanliness standards

If the property fails inspection for cleanliness on three consecutive visits, a \$5 weekly cleaning fee will be added to each tenant's rent to hire a professional cleaner, as outlined in the lease agreement.

I've never had to enforce it.

Small issues caught early prevent:

- Big expenses
- Big arguments

10. The Silent Power Move: Video Documentation

Before anyone applies:

Create a silent walkthrough video.

- Start outside.
- Do NOT show the house number.
- Walk through the front door.
- Show each and every room (common areas and units).
- End at the final room.
- No music.
- No talking.
- Nothing fancy.

This:

- Saves showing time.
- Filters unserious people.
- Creates documented proof of what was shown and offered before move-in.

Finding a Reliable Contractor

Getting a property ready for a rooming house almost always involves repairs.

You will likely need a contractor who is:

- Reliable
- Affordable
- Comfortable working in older buildings

Expect work like:

- repairing doors and locks
- fixing plumbing
- patching walls
- updating electrical outlets
- basic safety improvements

Contractors can be difficult to manage. Start with small jobs first before trusting someone with a larger project.

Reality Check: Finding a good contractor is harder than finding a property.

Once you find a dependable one, keep them.

Quick Action Step

Put your utilities on budget billing this week.

It's the easiest peace-of-mind upgrade you'll ever make.

The house is now structured to prevent chaos.

Next, we make sure the people entering it don't create it.

CHAPTER 4

Screen the Right Residents

Step 4 of The 4SHO Method™

Now we're at the meat and potatoes.

This is where you either build peace...
Or build stress.

Screening is not about being mean.
It's about being consistent.

Say this often:

| "Those are not your tenants."

Everybody ain't your tenant.

Just like everybody ain't your friend.

Step 1: Close Before the Visit

You do NOT give the address first.

Never publish the full address publicly.
If necessary, mask the number (12XX Main Street).
Full address is disclosed only after screening steps are complete.

You create a simple landing page:

- The silent video.
- "Rooms for Rent."
- Current vacancies listed (House Name: Unit A, Unit C, etc.)
- Move-in cash range.
- Minimal features (A/C, W/D, near bus line, etc.)

That page does the heavy lifting.

Step 2: Automate Intake

Get a text-based number.

Set it up to:

Hard Lesson

You are not rejecting people.

You are enforcing standards.

The standards protect the house — and the people already living in it.

Operator Tip

If you answer random texts, bend rules, or skip one document "just this once," you are training your future headache.

- Auto-reply to texts.
- Auto-respond to missed calls.

The auto-response lists the minimum requirements and directs them to the landing page. No conversation. No exceptions.

Voicemail says:

“No calls or texts will be answered. Visit the website and complete the short application for a call back.”

And you mean it.

Do not answer:

- “What’s the address?”
- “Is this available?”
- “How much is move-in?”

| Those ain’t your tenants.

| People who don’t follow directions don’t follow leases.

The Application (Keep It Short)

Collect:

- First name
- Last name
- Phone
- Email
- Monthly household income
- Source of income
- Do you have:
 - ID
 - Social Security Card
 - Both (required)
- Felonies or open cases?
- Referred by?

- Which Unit?
- Desired move-in date?

That's it.

Income Requirement

- Applicants must demonstrate verifiable monthly income of **at least 1.5× the monthly rent**.
- Income may be verified through recent pay stubs, government benefit statements, or other reliable documentation. "I personally stay away from income that I can't readily verify (e.g., self-employed).
- This requirement helps ensure residents can consistently meet their financial obligations while maintaining stability in the home.

Who Is Your Target Tenant?

Let's be honest.

They:

- Need to move quickly.
- Have move-in cash on hand.
- Have steady income.
- May have bad credit.
- May have prior evictions.
- May be in temporary housing.
- May have case workers.

Ideal age range:

- 26–46.

Under 26?

They may still be learning rent discipline.

That's okay.

| Those ain't your tenants.

Where to Find Them

1. Craigslist

Yes. Craigslist.

It works.

Other landlords will flag your post.
Post again.

Minimal ad:

- Largest furnished room photos, kitchen, & bathroom.
- Zip code (not address).
- Headline: **\$100 Rooms**
- Short, direct wording.
- Link to website.
- Text-based phone number.

Gold mine.

If you want a headache, use The Oversaturated Scroll Platform.

You know the one.

Birthdays. Endless scrolling.

Problem:

- They don't read.
- They hit "Is this available?"
- You become a customer service agent.

If you have time for that, cool.

I don't.

2. Build an Email List

From:

- Shelters

- Transitional housing
- Sober living
- Reentry orgs
- Legal services
- Housing nonprofits
- Parole offices
- College housing
- Catholic charities
- Public health orgs

Send a monthly availability email.

3. Roommate Websites

Simple. Direct. Efficient.

The Applicant Follow-Up Email

Always include the website link at:

- The beginning
- The end

Then list the minimum documents:

1. Valid ID
2. Social Security Card
3. Income verification (1.5× monthly rent)
4. One professional reference
5. Ability to set up automatic rent payments
6. Move-in: \$365–\$500 cash

End with:

“Reply ‘Yes’ if you can supply all six.”

Anything other than “Yes”?

Those ain’t your tenants.

Phone Screening

Now we talk.

Verify:

- Income.
- Felonies.
- Referral.
- Unit of interest (confirm from video).

Give major cross streets (not address).

I do not allow smoking inside the house. Residents may smoke outside only. Vaping indoors is allowed in my properties. If someone is found smoking indoors, I charge a \$100 violation fee.

I personally do not allow pets. While pet owners often stay longer, I have found that the cleanup and property damage outweigh the benefits for my model.

The Most Important Screening Question

The Most Important Question You Will Ask

Rooming houses are shared living environments. Residents may be living with people who may come from very different backgrounds, life experiences, personalities, and sometimes different gender identities, or gender fluidity.

That is why screening for maturity, communication, and respect is extremely important in shared housing.

Because of this, the most important question during your phone screening is:

“How do you usually handle conflict with people you live with?”

Ideally, the applicant should say something along the lines of:

“I would try to calmly talk it out with the person first.”

This is important because you do not live in the house and cannot manage every disagreement between residents.

Document Requirements (Explain Slowly)

After each requirement, ask:
“Can you supply this?”

1. **Valid ID** (unexpired from any state)
2. **Social Security Card**
 - Physical or Social Security Administration Temporary printout
 - No card = no go
3. **Income Verification**
 - at least 1.5× the monthly rent.
 - 2 recent weekly pay stubs or 4 recent bi-weekly pay stubs
 - Social Security Income (SSI) letter
 - Employer verification (if applicable)
4. **Professional Reference**
 - Name, email address, and phone number from someone not related to the applicant (contact info only, not a letter)
5. **Automatic Rent Setup via Apartments.com**
 - Checking account or debit card required (Chime, Cash App, or any debit card will suffice)
6. **Move-In Cash**

Move-in \$ = 3x weekly rent + W/D fee.

Example:

- \$150/week
- 3 x \$150 = \$450
- \$450 + \$50 W/D
- Total = \$500

Rent is due next Friday, no matter what day they move in.

Non-refundable:

- First week
- Last week

Refundable Deposit:

- 1 week if:
 - Clean unit
 - No damage
 - No unpaid rent
 - Forwarding address provided

Documents are sent via email for review **before any property tours are scheduled.**

I personally password-protect my sensitive documents before emailing them.
 Most tenants will simply attach theirs without hesitation.
 If they refuse to email documents after agreeing — those ain't your tenants.

Fake Documents? Do Research.

Google the employer.
 Call public numbers.
 Check business reviews.

You're not accusing.
 You're verifying.

Communication Rule

All communication = email.

No text threads.

Paper trail wins in court.

Red Flags

- Slow email replies
- Ignoring document requests
- Days between responses

Non-communicators ignore rent reminders too.

You are screening for responsiveness.

Screening Flow

Website Video → Application → "Yes" email → Phone screen →
 Documents via email → Review → Apartments.com setup → Move-in scheduled.

No money exchanged until lease signing.

This builds trust.

Move-In Day

- Allow a 15-minute grace period (explained during phone screening and in email once the move-in date has been confirmed).
- After 15 minutes?
 - You leave.
 - Reschedule next week if available.

Upon arrival, they walk through alone.

You finish whatever you were doing.

If they say yes (they always say yes):

- Test the bedroom key.
- Enter the door code.
- Set up Apartments.com payments for the next month+.
- Collect emergency contact.
- Sign 2 leases.
- Document visible repairs.
- Collect cash.
- Provide a receipt.

Business is done.

Quick Action Step

This week, automate your intake.

Set up the auto-reply system and stop answering repetitive questions.
Peace loves systems.

Screening gets them in the door.

The lease keeps them in line.

CHAPTER 5

House Rules That Hold Up

Step 5 of The 4SHO Method™

| Rooming houses only work if the house rules are clear and consistently enforced.

I created a full set of house rules that you can use as a starting point. Those are included in the **Bonus Section** of this book.

The overview is simple: everyone living in the house deserves a clean, safe, respectful, and peaceful environment.

Basic Property Rules

Some of the most important rules include:

- Call the **non-emergency police number** when appropriate.
- Keep the property clean.
- Turn off lights when not in use.
- Dispose of cigarette butts properly.
- Respect shared spaces.

These simple expectations prevent small problems from becoming big ones.

Everyone Deserves a Quiet Environment

One loud or disruptive tenant can create tension for the entire house.

Noise, arguments, and constant disturbances make it difficult for others to live peacefully.

Every tenant has the right to a **quiet environment**.

Drug-Free Property

The property is drug-free.

| Legal in the state doesn't mean allowed in the house.

Drugs or marijuana are not allowed on the premises, even if marijuana is legal in your state.

This rule prevents many of the issues that can quickly destabilize shared housing.

Avoiding Public Nuisance Problems

Repeated police calls, constant disturbances, or ongoing neighbor complaints can cause a property to be labeled a **nuisance property** by the city.

If that happens, the consequences can be serious.

The landlord risks losing the investment, and tenants risk losing their place to live.

Documentation Matters

Rules should always be documented.

Keep:

- **Signed copies** of the rules on file
- **Unsigned copies** posted in common areas

Tenants should review and initial key rules during the lease signing process.

▮ Protect the house so everyone can stay.

Shared Space Etiquette

Shared kitchens and refrigerators require cooperation.

Clear expectations prevent unnecessary conflict.

Handling Conflict

Conflicts between tenants will occasionally happen.

Your role is not to take sides, but to **enforce the rules consistently**.

A calm tone and occasional humor can go a long way in defusing tension.

Grass Cutting Responsibility

Tenants share responsibility for maintaining the yard.

During the lease signing process, they acknowledge that:

- Grass cutting rotates among tenants
- It occurs approximately every **2–3 weeks**

- Participation is **not optional**

Tenants initial this section in the lease to confirm they understand the agreement.

Guest Policy

Guests may visit or occasionally stay overnight.

However, guests **cannot live at the property.**

Simple Rule

Four nights in a week = living there.

A guest staying **four or more nights in a week** is considered living on the premises.

Anyone living at the property must:

- be approved
- be screened
- be added to the lease agreement

This policy prevents extra occupants from quietly moving into the house.

Quick Action Tip

Before your first tenant moves in, create a 1-2 page printed copy of your house rules.

Have every tenant:

- read them
- initial the key rules
- sign the final page

Post another copy in the common areas so everyone can easily reference it.

This makes rule enforcement **much easier later.**

Chapter 6

Rent Collection & Enforcement

Step 6 of The 4SHO Method™

Rent Collection & Enforcement Systems

Rent collection needs to be simple, predictable, and documented.

The more structure you create, the fewer problems you will have later.

Payment Schedules

Tenants typically pay rent in one of three ways:

- Weekly
- Bi-weekly
- Monthly

Weekly and bi-weekly schedules are usually based on how the tenant receives their paycheck.

Monthly rent must be **paid in full by the 5th of the month.**

For tenants paying weekly or bi-weekly, rent is due **every Friday by 5:00 PM.**

If the payment is not **scheduled** by that time in the system, it is considered late.

The payment may take several days to arrive in your bank account, which is normal. What matters is that the payment was **scheduled on time.**

The Advantage of Weekly Payments

Weekly and bi-weekly rent schedules create a small advantage for the property owner.

Several months each year will include **five Fridays instead of four.**

This effectively results in an extra rent payment a few times per year.

These additional weeks should be accounted for in your tracking system.

Some landlords treat the fifth week as extra income. Others apply it toward repairs or vacancy reserves.

Digital Payments Only

| Cash creates confusion. Digital creates records.

All rent payments are processed through Apartments.com.

This ensures a clear and reliable digital record.

The only time cash is accepted is **during the initial lease signing.** After that, all payments must be digital.

Digital payments allow you to easily generate reports for:

Operator Tip

Digital payments create a clear payment record and eliminate most disputes.

- each tenant
- each unit
- each property

These records are extremely helpful during tax preparation.

Tracking Income by Unit

Each unit should be connected to its own bank account within Apartments.com.

Example:

Unit A → Account A

Unit B → Account B

This makes it easy to track performance by unit.

If a fifth week of rent occurs during a month, it can be manually recorded in your accounting system & Apartments.com.

Late Fees

Late payments should be handled calmly and consistently.

If a tenant communicates in advance that they are:

- changing jobs
- waiting on their first paycheck
- switching bank accounts

You may choose to allow a short grace period without applying late fees.

However, if there is **no communication**, the late fee policy should be enforced.

| Consistency builds respect and reduces drama.

When Things Go Wrong (& they will)

Occasionally, situations will arise where a tenant must leave.

This can happen when:

- rent is not paid

Hard Lesson

A vacant unit is better than an occupied unit where rent is not being paid.

- rules are repeatedly violated
- conflicts disrupt the house

Sometimes you may even have to remove a tenant you personally like in order to keep peace in the house.

An unpaid tenant still uses utilities, occupies space, and creates stress for the property owner.

When Tenants Push Back

In some cases, tenants may attempt to pressure the landlord.

One tenant who was behind on rent once contacted the building inspector. Fortunately, only a few minor items needed fixing, and the issue was resolved quickly.

Staying on top of property maintenance reduces these risks.

Couples Renting Rooms

If a couple is renting rooms separately but acting as a unit, problems can arise.

If one partner violates the rules or fails to pay rent, the situation may affect both tenants.

In many cases, removing both individuals may be necessary to restore order in the house.

Before Formal Eviction

Before starting a formal eviction process, several options may resolve the situation more smoothly:

- Cash for Keys
- Written late notice
- Short payment plan
- Temporary adjustment agreement
- Documentation of all communication
- Final written notice

| The goal is often to encourage the tenant to leave voluntarily.

Voluntary departures are usually the smoothest outcome for *everyone* involved.

Quick Action Tip

Set up your rent system before your first tenant moves in.

1. Create the property in Apartments.com
2. Create respective units in Apartments.com
3. Connect the respective bank account

When tenants move in, the system is already in place, and there is no confusion about how rent is paid.

CHAPTER 7

Manage Without Losing Your Peace

Step 7 of The 4SHO Method™

By now, the house is set up.

The systems are in place.

The rules are written.

The screening process is working.

At this point, your job changes.

You are no longer building the structure.

You are **protecting the structure**.

Most new landlords make the same mistake.

They try to personally manage every situation.

Every complaint.

Every disagreement.

Every personality.

That will wear you out fast.

Rooming houses are shared living environments.

People will come from different backgrounds, different life situations, and different personalities.

Some residents will be quiet.

Some will talk too much.

Some will cook at midnight.

That's normal shared living.

Your job is not to referee every disagreement in the house.

Your job is to enforce the structure you already built.

Let the System Work

You already created:

- house rules
- screening standards
- rent systems
- communication procedures

Those systems exist so you **don't have to solve everything yourself.**

When residents have a disagreement, the expectation is simple:

They talk to each other first.

Most issues end there.

If the problem continues, then it comes to you.

But if you jump in immediately every time someone complains, you will become the **house manager instead of the property owner.**

Consistency Is Everything

Rules only work if they apply to everyone.

If one person gets away with something, others will notice immediately.

Consistency does not mean being harsh.

It means being predictable.

When people know the rules are real, they adjust their behavior.

And the house stays stable.

Not Every Problem Is Your Problem

Sometimes, residents will complain about things that resolve themselves.

Someone left dishes in the sink.

Someone played music too loudly one night.

Someone forgot trash day.

These things happen in shared housing.

Not every situation needs immediate landlord intervention.

Part of protecting your peace is knowing **when to step in and when to step back.**

The System Is the Business

A rooming house works because of structure.

The structure you built in this book:

1. Understanding the model
2. Legal awareness
3. Property setup
4. Screening residents
5. House rules
6. Rent collection
7. Managing the system

When these steps are followed, the house runs more smoothly, and the stress stays low.

| The system runs the house.
| Not the personalities inside it.

Your role is simple:

Maintain the structure.

Enforce the rules.

Protect your peace.

Hard Lesson

Rooming House Reality Check

Even well-run houses will have occasional issues.

Strong screening, clear rules, and consistent enforcement keep small problems from becoming big ones.

Your job is to maintain the system —
not manage every personality.

When you focus on structure rather than constant intervention, the house can function smoothly while allowing you to maintain the most important resource you have as an owner:

your time and your peace.

BONUS SECTION

Starter Kit/Downloadable Extras

To help you implement what you learned in this book, I created a simple starter kit.

Get the Free Rooming House Starter Kit

www.4sho.xyz/bonus

Enter your email, and you will receive instant access to:

- House Rules Template
- Rooming House Screening + Move-In Checklist
- Rooming House Income Calculator

Download the templates, customize them for your property, and use them before your first tenant moves in. * This page is reserved for book readers.*