

Augusta Rule



RENTAL AGREEMENT

Event Details

Event Description:

Event Date:

Event Time:

Number of Attendees:

Rent Amount For Event:

Rental Property Address:

This Rental Agreement ("Agreement") is made and entered into on

by and between:

Lessor Information

Name:

Address:

Phone Number:

Email

Lessee Information

Name:

Address:

Phone Number:

Email

Augusta Rule



RENTAL AGREEMENT

Premises

The Property located at

("Premises") is being rented to the Lessee under the terms of this agreement. The Lessee and its guests shall have access to the Property (including furnishings)

on

except for the following areas: Any other rooms marked by the Lessor as "Do Not Enter" are also prohibited. The Property is being rented in its current condition ("as is") and is to be used solely for the event specified above. Any illegal activities on the premises are strictly prohibited.

1 Rental Period

The rental period will begin on

at

and end on

With a total duration of

day(s).

2 Rental Rent

The total rental fee for the rental period is \$

The Lessee agrees to pay the full rental fee within 7 calendar days upon receiving the invoice by the Lessor.

3 Use of Premises and Restrictions:

(a). Parking: The Lessee and guests must park either in the driveway or legally on the street, ensuring they do not obstruct driveways or access to nearby properties. Parking on the lawn is not allowed. The Lessee is fully responsible for all vehicles and any belongings within them.

Augusta Rule



RENTAL AGREEMENT

(b). Smoking: Smoking is prohibited anywhere on the premises unless explicitly permitted in writing by both parties.

(c). Interior/Exterior use: Attaching items to walls, doors, ceilings, or floors using pins, nails, or staples is prohibited. Use of masking tape or similar materials that do not cause lasting damage or discoloration is allowed.

(d). Maintenance: The Lessee agrees to leave the Property in the same condition it was in at the start of the rental, including proper disposal of trash and cleaning of dishes and utensils.

(e). Residential and Public Disturbances: As the Property is near both residential and commercial zones, the Lessee agrees to keep noise levels under control to avoid disturbing neighbors. If noise becomes a problem, the Lessee must lower the volume immediately. Continued disturbances may lead to expulsion from the Property at the Lessor's discretion, with no refund of the Rent.

4 Cancellation

Should the agreement be canceled, any rent that has been paid will be fully refunded.

5 Agreement Changes and Alterations

No modifications to this Agreement shall be valid unless agreed upon and documented in writing by both parties.

6 Binding Nature

This document constitutes a legally binding Agreement. The signatories below affirm they have the authority to legally bind the parties they represent.

Augusta Rule



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6 Governing Law

This document constitutes a legally binding Agreement. The signatories below affirm they have the authority to legally bind the parties they represent.

This Agreement shall be interpreted and enforced according to the laws of the State
on

I have read and agree to the policies and procedures attached:

Lessors Name:

Lessor's Title:

Date:

Lessor's Signature

Lessee's Name:

Lessee's Title:

Date:

Lessee's Signature

Augusta Rule



MEETING MINUTES

Event Details

Entity/Host Name	
Business Name (Renter):	
Date of Meeting/Event:	
Start Time:	End Time:
Meeting Duration (Hours):	
Meeting Location (Address): (Must be primary personal residence of the owner)	

1 Purpose of the Meeting/Event

Describe the business nature of the meeting/event in detail. IRS requires that this be clearly a business activity.

Example: “Annual Tax Strategy Review with shareholders and CFO” or “Client onboarding presentation and investor update with prospect clients for Sapphire & Salt Spa.

Purpose:(Attach additional attendee list or sign-in sheet if needed)

2 Agenda

List out the key business topics discussed during the meeting.

Example:

- 2026 strategic planning
- Marketing and growth channels
- Real estate expansion proposal
- Financial projections and capital requirements

Augusta Rule



MEETING MINUTES

3 Attendees

Name & Role

Signature

Name & Role

Signature

Name & Role

Signature

4 Meeting Summary / Minutes

Summarize what was actually discussed or decided. Include references to key topics, agreements, tasks assigned, and outcomes.

5 Summary

Augusta Rule



MEETING MINUTES

6 Supporting Documents

Attach or list any relevant materials such as:

PowerPoint decks
Printed handouts
Business plans or pitchbooks
Sign-in sheets
Invoices or payment confirmations

Attached Documents:

Slide Deck
Sign-In Sheet
Invoice for Rental

7 Rental Details (for IRS Compliance)

Fair Market Rental Rate

Total Rental Days in Tax Year

Total Paid This Meeting

Payment Method

Comparable Rent Source (e.g., Airbnb/VRBO Screenshot):
(Attach screenshots and calculation for FMV justification)

8 Declaration

I hereby certify that the meeting described above was held for a legitimate business purpose in accordance with IRS Section 280A(g), and the residence used is my personal residence. Supporting documentation is maintained and available upon request.

Signature
Property Owner

Signature
Business
Representative

Date

Date