### Information to Manage When Managing Contracts in a US Apartment Building

Managing contracts in an apartment building is a crucial part of ensuring the smooth and efficient operation of the building. Here is the information that needs to be managed related to different types of contracts:

#### 1. Lease Agreements

* **Contract information:** Contract number, signing date, expiration date, renewal term, payment terms.
* **Tenant information:** Name, address, phone number, email, number of occupants.
* **Payment history:** Payments made, outstanding payments, penalties (if any).
* **Special requests:** Special requests from tenants (e.g., pet ownership, repairs).
* **Contract violations:** Record of tenant contract violations and disciplinary actions.

#### 2. Service Contracts

* **Service type:** Security, cleaning, repairs, maintenance, garbage collection...
* **Service provider:** Company name, contact person, contact information.
* **Contract content:** Scope of services, quality standards, implementation schedule, price.
* **Payment history:** Payments made, outstanding payments, penalties (if any).
* **Service quality assessment:** Regular assessment of the service provider's quality.

#### 3. Other contracts

* **Insurance contracts:** Building insurance, liability insurance, accident insurance...
* **Utility contracts:** Electricity, water, gas...
* **Equipment supplier contracts:** Elevators, air conditioning systems, fire protection systems...

#### General information to manage

* **Contract change history:** Record of contract amendments and additions.
* **Disputes:** Record of disputes arising from contracts and the resolution process.
* **Contract storage:** Store hard copies and electronic copies of all contracts.