

## THE BASIC RULES OF DRAFTSMANSHIP

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1. Use plain English.
2. Keep it simple and understandable.
3. It is easy to draft a 20 page document for a transaction but difficult to get everything that is required on 3 pages.
4. Avoid surplusage but make sure that basics are covered.
5. Always include footers so that you can tell which page is the most recent.
6. When reviewing statues and regulations on a particular issue, point out between what matters are required to be covered and those which need not be or can be handled by referral to another source.
7. When reviewing statues concerning a particular matter somethings may have to be done in the manner provided in the statue or the statue merely takes effective if the manner has not been covered leaving the handling of the issue open on an elective basis.
8. Don't remake the wheel if you don't have to. Look for templates or documents that have been prepared by a competent draftsman on the issue.
9. Consider drafting the manner of making it a form to the extent that you can do so that a lot of the boiler plates do not have to be reviewed. For example leases at Standard Management Company have a basic lease form containing all of the paragraphs on issues that would normally arise in the industry and the purpose of the form. There are one or two pages at the front which we call "Basic Lease Information (BLI)" which would have everything that a reviewer would need to know concerning this particular rental, such as when it expires, the rent, is it net, double or triple net, options to renew etc.
10. The lease document itself refer to the BLI for the answers to these questions so that operating staff can quickly determine basic lease provisions rather than having to search through what could be a 20 to 30 page document to find them. An index of the contents in template form shows where they are located so that they are easily recovered by the reviewer.