

MORE **LEASE FILE** CHECKLIST

1-4 RESIDENTIAL UNITS



All documents listed below are **mandatory** to complete your file.

AGENT NAME: _____

PROPERTY ADDRESS: _____

LEASE LISTING AGREEMENT

- ☐ All documents that auto populate with Lease Listing Agreement (LL, RPOD, RPOA, CCPA-LL)
- ☐ Agency with Landlord Disclosure (AD-L)
- ☐ Possible Representation of Both Buyer and Seller (PRBS-L)
- ☐ Multiple Listing Service Addendum (MLSA)
- ☐ Rental Property Owner Intake Form (RPOI)
- ☐ MLS Property Information Sheet
- ☐ Realtor Acknowledgement and Disclosure (RAD), *If Applicable*

LEASE DOCUMENTS

- ☐ Tenant Representation and Broker Compensation Agreement (TRBC)
- ☐ Possible Representation of Both Buyer and Seller (PRBS-T) **Must be signed with the TRBC**
- ☐ All documents that auto populate with Residential Lease Rental Agreement (RLMM, BBD, TFHD, RCJC, TRPR, FHDA, Mold Booklet)
- ☐ MORE Addendum - **Must be signed with the RLMM**
- ☐ Agency with Tenant (AD-T)
- ☐ Lead Based Paint Disclosure, **Property Built Prior to 1978** (LPD)
- ☐ EQ/Environmental Hazard Book Receipt, **Property Built Prior to 1960**
- ☐ Mold Ventilation Disclosure (LRM)
- ☐ RentSpree Screening/Application/Credit Release
- ☐ Copy of Tenant Checks: Landlord, Broker(s)
- ☐ Move In/Move Out Checklist
- ☐ Water Heater Smoke Detector Statement of Compliance (WHSD)
- ☐ Water Conservation and Carbon Monoxide Disclosure (WCMD)
- ☐ Fire hardening and Defensible Space Advisory and Disclosure, **if in a severe or high fire zone.** (FHDS)
- ☐ Local Area Lease Addendum Drafted by the Local Board of Realtors where the Property is located
- ☐ MISC. Addenda
- ☐ Any Additional CAR forms used in the transaction and not listed above.
- ☐ Sales Report

LEASE SALES REPORT | MORE



PROPERTY ADDRESS: _____

LEASE DATE: _____

LIST DATE: _____

LISTING OFFICE: _____

LEASING OFFICE: _____

LISTING AGENT: _____

LEASING AGENT: _____

PHONE NO.: _____

PHONE NO.: _____

LESSOR: _____

LESSEE: _____

PHONE NO.: _____

PHONE NO.: _____

MONTHLY RATE:

\$ _____ X _____ (# of Months) = \$ _____ Commission: _____

AMOUNT OF CHECK: \$ _____

MAX ONE RE PORTION: \$ _____

OTHER BROKER PORTION: \$ _____

DATE PAID: _____ CHECK NO. _____ AMOUNT \$ _____

LESSOR PORTION: \$ _____

DATE PAID: _____ CHECK NO. _____ AMOUNT \$ _____

GROSS COMMISSION TOTAL: \$ _____