

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)
- 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)
- 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

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: \$ _____

REMAX ONE PORTION: \$ _____

OTHER BROKER PORTION: \$ _____

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

LESSOR PORTION: \$ _____

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

GROSS COMMISSION TOTAL: \$ _____