

**RE/MAX ONE**  
**LEASE PROPERTY CHECKLIST**

Property Address \_\_\_\_\_

Agent Name \_\_\_\_\_

**LEASE LISTING FILE**

- \_\_\_\_\_ Listing Agreement
- \_\_\_\_\_ Agency
- \_\_\_\_\_ Key Safe Addendum
- \_\_\_\_\_ MLS Property Information Sheet

**SOLD LEASE FILE**

- \_\_\_\_\_ Lease or Month to Month Agreement
- \_\_\_\_\_ Re/Max ONE Addendum
- \_\_\_\_\_ MISC. Addendum (only if wrote)
- \_\_\_\_\_ Agency with/Lessee
- \_\_\_\_\_ Lead Paint Disclosure (Prior to 1978)
- \_\_\_\_\_ EQ / Environmental Hazards Book Receipt (Prior to 1960)
- \_\_\_\_\_ Mold Ventilation Disclosure (Recommended, not required)
- \_\_\_\_\_ Application/Credit Release
- \_\_\_\_\_ Copy of Tenant Check
- \_\_\_\_\_ Move In / Move out Property Checklist (Recommended, not required)
- \_\_\_\_\_ Bed Bug Disclosure (BBD)
- \_\_\_\_\_ Water Heater Smoke Detector Statement of Compliance (WHSD)
- \_\_\_\_\_ Tenant Flood Hazard Disclosure
- \_\_\_\_\_ Water Conserving & Carbon Monoxide
- \_\_\_\_\_ Fair Housing & Discrimination Advisory (FHDA)
- \_\_\_\_\_ Fire Hardening and Defensible Space Advisory, Disclosure and Addendum (Prior to 2010)

-----  
**LEASE SALES REPORT**

PROPERTY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

LISTING OFFICE \_\_\_\_\_ SELLING OFFICE \_\_\_\_\_

LISTING AGENT \_\_\_\_\_ SELLING AGENT \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

LESSOR \_\_\_\_\_ LESSEE \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

MONTHLY RATE\$ \_\_\_\_\_ X (# of Months) = \$ \_\_\_\_\_ **Commission:** \_\_\_\_\_

LEASE DATE \_\_\_\_\_ LIST DATE \_\_\_\_\_

**COMMISSION BREAKDOWN**

AMOUNT OF CHECK: \$ \_\_\_\_\_

RE/MAX ONE PORTION: \$ \_\_\_\_\_

OTHER BROKER PORTION: \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

LESSOR PORTION: \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**GROSS COMMISSION TOTAL \$ \_\_\_\_\_**