



RE/MAX ONE LEASE FILE CHECKLIST | 1-4 RESIDENTIAL UNITS

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

PROPERTY ADDRESS: _____

AGENT NAME: _____

LEASE LISTING AGREEMENT

- ☐ Agency Disclosure (AD-S)
- ☐ Lease/Rental Commission Agreement
- ☐ Multiple Listing Service Addendum (MLSA)
- ☐ MLS Property Information Sheet
- ☐ Tenant Representation Agreement (TRBC)

SALES DOCUMENTS

- ☐ Agency Disclosure (AD)
- ☐ Application/Credit Release
- ☐ Bed Bug Disclosure (BBD)
- ☐ Copy of Tenant Checks: Landlord, Broker(s)
- ☐ EQ/Environmental Hazard Book Receipt, *Property Built Prior to 1960*
- ☐ Fair Housing Advisory (FHDA)
- ☐ Lead Based Paint Disclosure, *Property Built Prior to 1978* (LPD)
- ☐ Lease or Month to Month Agreement (RLMM)
- ☐ Local Area Lease Addendum Drafted by the Local Board of Realtors where the Property is located
- ☐ MISC. Addum
- ☐ Mold Ventilation Disclosure (LRM)
- ☐ Move In/ Move Out Checklist
- ☐ Offer of Tenant Positive Rental Reporting (TRPR)
- ☐ Rental Property Owner Disclosure (RPOD)
- ☐ Rental Property Owner Intake Form (RPOI)
- ☐ Tenant Flood Hazard Disclosure (TFHD)
- ☐ Water Conservation and Carbon Monoxide Disclosure (WCMD)
- ☐ Water Heater Smoke Detector Statement of Compliance (WHSD)
- ☐ Any Additional CAR forms used in the transaction and not listed above.

LEASE SALES REPORT

PROPERTY ADDRESS: _____

LEASE DATE: _____ LIST DATE: _____

LISTING OFFICE: _____ SELLING OFFICE: _____

LISTING AGENT: _____ LISTING AGENT: _____

PHONE NO.: _____ PHONE NO.: _____

LESSOR: _____ LEASEE: _____

PHONE NO.: _____ PHONE NO.: _____

MONTHLY RATE:

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

LEASE SALES REPORT

AMOUNT OF CHECK: \$ _____

RE/MAX ONE PORTION: \$ _____

OTHER BROKER PORTION: \$ _____

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

LESSOR PORTION: \$ _____

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

GROSS COMMISSION TOTAL: \$ _____