

LEASE FILE CHECKLIST - COMMERCIAL*

Property Address

Street Number, Street Name, City, State, Zip

REQUIRED

Any and all applicable additional forms as noted should be submitted and collected

1st Review - Listing Review

Listing Agent submits within 72 hours of taking a Listing; otherwise submit relevant docs within 72 hours of Acceptance.

- Authority Documents (RCSD, Power of Attorney, Trust, Corporate Resolutions, Probate Order, et al)
- Listing Agreement LL/OA
- Agency Disclosures AD
- Property Profile/Preliminary Title Report
- Copy of Published Listing

2nd Review - Sales/Purchase Review

Must Submit within 72 hours of Acceptance.

- RE/MAX One Addendum (Local Disclosures)
- Letter of Intent LOI
- Lease Agreement CL, CLCA, WFA, LG, MTG, MTN, MTMG, STG, STN, OFG, MTON, SCLN, SBL, SBS, SBMT
- Escrow's Receipt of Earnest Money Deposit
- Copy of Entry in Trust Fund Log for Deposit Check (if applicable)
- Counter Offers
- MLS Printout (Including Private Remarks) Confirming CSO at Time of Submission of Offer or CBC (if applicable)

3rd Review - Sales/Purchase Review

Must Submit within 15 days after opening of escrow.

- Escrow Instructions/Amend/Commission Inst/Cooperating Broker Instructions (CBC)
- Preliminary Title Report
- Gas Shut-Off Valve / Low Flow Toilet Ordinance Disclosure Form (City of LA)
- Inspection Report
- Request for Repairs RR, RRRR
- Any Additional Addenda Required by Cooperating Broker
- Environmental Report (if applicable)
- Pest Control Inspection Report and Certification (if applicable)

4th Review - Sales/Purchase Review

Must Submit at or before closing.

- Contingency Removal (if applicable) CR
- Seller's Affidavit of Non-Foreign Status and/or California Residency - FIRPTA
- Invoice confirming installation of Gas Shut-Off Valve (LA, SM, WeHo)
- Water Conservation Copy of Certificate of Compliance (City of LA-DWP)
- 3rd Party Natural Hazard Report and Zone Disclosures
- Acceptance of Premises
- Copies of all Key Emails and Correspondence
- Lease Commission Disbursement
- OK TO RELEASE CHECK

***Many municipalities have pre-sale inspection disclosure or inspection requirements prior to the close of escrow. It is the Agent's responsibility to check for any or all compliance requirements that apply.**