



LEASE CHECKLIST

Listing Date _____

Property Address: _____

Lease Date _____

City _____ Zip Code _____

Agent #1 _____

Represents: LANDLORD TENANT BOTH

Agent #2 _____

Represents: LANDLORD TENANT BOTH

| Landlord & Tenant | Landlord | Tenant | |
|-------------------|----------|--------|---|
| | | | REQUIRED DOCUMENTS - LEASE LISTING |
| | | | Copy of MLS Sheet (Active) |
| | | | Property Profile - <i>Title Co Version</i> |
| | | | Disclosure Regarding Real Estate Agency Relationships (AD-1) |
| | | | Possible Representation of More Than One Buyer or Seller (PRBS) - <i>Signed By Landlord/Agent</i> |
| | | | California Consumer Privacy Act Advisory (CCPA) - <i>Signed by Landlord</i> |
| | | | Rent Cap and Just Cause Addendum (RCJC) - <i>Signed by Landlord</i> |
| | | | Lease Listing Agreement (LL) |
| | | | Photo Image Agreement - Required if Photographer is hired to take pictures |
| | | | PEAD-S |
| | | | REQUIRED DOCUMENTS - LEASE |
| | | | Copy of MLS Sheet (U or Pending) |
| | | | Property Profile - <i>Title Co Version</i> |
| | | | Disclosure Regarding Real Estate Agency Relationships (AD-2) |
| | | | Possible Representation of More Than One Buyer or Seller (PRBS) |
| | | | California Consumer Privacy Act Advisory (CCPA) - <i>Signed by Parties being represented by you</i> |
| | | | Fair Housing and Discrimination Advisory (FHDA) |
| | | | Rent Cap and Just Cause Addendum (RCJC) |
| | | | Application to Rent/Screening (LRA) |
| | | | PEAD-V |
| | | | Notice to Tenant of COVID-19 Tenant Relief Act (NTRA) |
| | | | Residential Lease or Month-to-Month Agreement (LR) |
| | | | Company Lease Disposition Form |
| | | | Water Conserving Plumbing Fixtures & Carbon Monoxide Detector Notice (WCMD) |
| | | | Lead-Based Paint and Lead Based Paint Hazards Disclosure (FLD) |
| | | | Receipt for Environmental Hazards & EQ Safety Booklet - Signed by Tenant |
| | | | Lease Mold Ventilation Addendum (LRM) |
| | | | Trust Log and Copy of All Checks |
| | | | Copy of MLS Sheet (Leased) |
| | | | ADDITIONAL DOCUMENTS - IF APPLICABLE |
| | | | Trust Advisory (TA) |
| | | | Representative Capacity Signature Addendum (RCSA) - <i>For Trust, Probate, POA, Corp, LLC, etc.</i> |
| | | | Additional Signature Addendum - <i>For 3 or more Landlords or Tenants</i> |
| | | | Additional Agent Acknowledgment (AAA) |
| | | | Additional Broker Acknowledgment (ABA) |
| | | | Move In/Move Out (MIMO) |
| | | | Landlord In Default (LID) |
| | | | Tenant Credit Report |
| | | | Other Broker Addendum |