



LEASE TRANSACTION CHECKLIST

Property Address:	Lease Date:
	Lease Price:
Listing Agent:	Company:
Leasing Agent:	Company:

LEASE DOCUMENTS:

FORM #	R	FORM NAME	Mgr	Comments
LR	R	Residential Lease or Month to Month Rental Agreement and Addenda		
	R	JAG Addendum to Lease Agreement		
AD	R	Agency Disclosure Signed By Tenant and Landlord (If JAG represents the Tenant)		
AD	R	Agency Disclosure Signed by Landlord (If JAG represents the Seller)		
DA	R	Disclosure & Consent for Rep more than one Buyer or Seller		
WHSD	R	Smoke Detector & Water Heater Statement of Compliance		
CMD	R	Carbon Monoxide Detector Notice		
FLD	R	Lead Based Paint Hazard Disclosure (R if Prior 1978)		
MIMO	R	Statement of Condition Move In / Move Out		
		Copies of Checks		
		Other:		

FOR OFFICE USE ONLY:

	R	Copies of Commission Checks		
	R	Listing Contract & File if JAG is Listing Broker		
	R	MLS Printout if JAG is the Leasing Broker		

R - Means that the document is required in ALL Transactions

rev f&t 6/12