



Lease Memo

Property address _____

City, State, Zip _____

Listing exp. date _____

MLS no. _____

Lease start date _____

Lease term end date _____

Listing comm. % _____

Selling comm. % _____

Lease money distribution

1st month's rent \$ _____

For the dates of _____

Security deposit \$ _____

Balance due date _____

Pet/Key/Add'l \$ _____

Balance due date _____

Total move-in % _____

Commission total %/\$ _____

Lessee to submit separate checks as follows

Comm. listing \$ _____

Broker/company _____

Comm. selling \$ _____

Broker/company _____

Balance _____

Payable to landlord _____

Landlord name _____

Signature _____

Address _____

City, State, Zip _____

Email _____

Phone _____

Tenant 1 name _____

Signature _____

Tenant 2 name _____

Signature _____

Tenant 1 email _____

Tenant 2 email _____

Tenant 1 phone _____

Tenant 2 phone _____

Listing office _____

DRE no. _____

Agent name _____

DRE no. _____

Address _____

City, State, Zip _____

Email _____

Phone _____

Selling office _____

DRE no. _____

Agent name _____

DRE no. _____

Address _____

City, State, Zip _____

Email _____

Phone _____

Lessor and Lessee understand and agree that Broker and representing agent are not property managers and shall not act as property managers not can Broker or agent(s) guarantee performance of tenant. Lessor is exclusively responsible for property and all correspondence, complaints, discussions, and repairs shall be coordinated directly with Lessor, as well as all monthly payments requires of shall be made directly to Lessor. Broker and representing agent(s) are responsible via listing agreement to 1. Find prospective tenants 2. Secure rental applications, and credit reports as directed by Landlord, and lastly 3. Supply Lessor with Lease Agreement, Contract and Disclosures.