



# RE/MAX Champions

## LEASE Checklist

Full Address: \_\_\_\_\_

Agent: \_\_\_\_\_, Turned In: \_\_\_/\_\_\_/\_\_\_\_\_, Representing Tenant:\_\_\_\_, and/or Landlord: \_\_\_\_\_

| Agent Checked | Broker Checked | Notes:   | DRE Abbreviation |
|---------------|----------------|--|------------------|
|               |                | 1) Agency Relationship (Tenant: ____, Landlord: ____)    | AD-1, AD-2       |
|               |                | 2) Lease Listing Agreement                               | LL               |
|               |                | 3) Copy of Deposit / 1st Month Rent                      |                  |
|               |                | 4) Residential Lease or Month-to-Month Rental Agreement. | LR               |
|               |                | 5) Move In / Move Out Inspection.                        | MIMO             |
|               |                | 6) Water Heater & Smoke Detector Statement.              | WHSD             |
|               |                | 7) Lead-Based Paint Disclosure (Pre 1978)                | FLD              |
|               |                | 8) Carbon Monoxide Detector Notice                       | CMD              |
|               |                | 9) MLS Printout  |                  |
|               |                | 10) Commission Breakdown                                 |                  |

COMMISSIONS WILL BE HELD UNLESS ALL REQUIRED ITEMS ARE COMPLETED & SIGNED BY CLOSE OF ESCROW.

(Revised May 2014 – JP)