



Rental Procedure Checklist

Landlord (Lessor)

- Exclusive Right To Lease

- Disclosures (as required by office policy)
(Lead, Mold, Radon, Residential Real Property)

- Provide Lease/Rental Documentation

- Draft Lease

- Collect all Deposit(s) & First Month's Rent
(as Guaranteed Funds)

- Deliver Lease & funds to Listing Broker

- Provide Association Documentation to Lessee

- Provide Keys & Garage Door Openers

Tenant (Lessee)

- Agent Disclosures

- Rental Application & Application Fee

- Additional Applicant Screening
(Run credit report, background, sex offender)

- Execute Lease

- Property Condition List

- Collect all Deposit(s) & First Month's rent
(as Guaranteed Funds)

- Review Association Documentation

Always check with your Broker on office policy for Rentals