

# LEASE FILE CHECKLIST

**INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Intranet Keller Williams Website or on Agent Services desk. All files to be uploaded to Command within 3 days of taking a listing or getting your offer accepted.**

**\*\* (M) DENOTES MANDATORY FORMS IN FILE\*\***

<b>Listing</b>	
1	(ESA) Electronic Signature Addendum or (ESC) Electronic Signature Consent (M)
2	Property Profile (M)
3	(AD) Disclosure Regarding Real Estate Agency Relationships (M)
4	(LL) Lease Listing Agreement (M)
5	(RPOQ) Rental Property Owner Questionnaire (M)
6	(FHDA) Fair Housing and Discrimination Advisory (M)
7	(RCSD) Representative Capacity Signature Disclosure (For Landlord Representatives)
8	MLS Printout <i>Active</i> (M)
<b>Lease Contract</b>	
9	(LRA) Application to Rent/Screening Fee (one for each occupant over 18 years of age) (M)
10	Copy Of Credit Report, and proof of income (for each occupant over 18 years of age)
11	(AD) Disclosure Regarding Real Estate Agency Relationships (M)
12	Addendum 1 ___ 2 ___ 3 ___
13	(RLMM) Residential Lease or Month-to-Month Rental Agreement (M)
14	(FHDA) Fair Housing and Discrimination Advisory (M)
15	(CBC) Cooperating Broker Compensation Agreement
16	(WHSD) Water Heater and Smoke Detector Statement of Compliance (M)
17	(LPD) Lead-Based Paint Disclosure ( if built prior to 1978 )
18	(LRM) Lease/Rental Mold and Ventilation Addendum (M)
19	(MII) (MOI) Move In / Move Out Inspection (M)
20	(DBD) Megan's Law Database Disclosure (M)
21	(BBD) Bed Bug Disclosure (M)
22	(PMA) Property Management Agreement
23	(RPOD) Rental Property Owner Disclosure (M)
24	(PMOI) Pre-Move Out Inspection Statement
25	(NRI) Notice of Right to Inspection Prior to Termination of Tenancy
26	MLS Printout Leased (M)
27	(ATCA) Animal Terms and Conditions Addendum
28	(PHSA) Pool, Hot Tub and SPA Addendum
29	(CMD) CARBON MONOXIDE DETECTOR NOTICE (M)
30	(ESA) Electronic Signature Addendum or (ESC) Electronic Signature Consent (M)
31	(RCSD-T) Representative Capacity Signature Disclosure (For Tenant Representatives)
32	(TFHD) Tenant Flood Hazard Disclosure
33	(DRA) Denial of Rental Application for Credit or other reasons
34	(BIRN) Notice Regarding Background Investigation Reports Pursuant to California Law
35	(RCJC) Rent Cap and Just Cause Addendum (M)
36	Referral Form (Signed by Brokers and Agents)
37	Miscellaneous forms
<b>TWO WAYS OF GETTING PAID</b>	
<b>OPTION 1.</b> Have the tenant write two separate checks; one check for the owner and one check for Keller Williams due	
<b>OPTION 2.</b> Have the tenant write the check directly to the owner. The owner will then write a check for Keller Williams due commission.	

Revised 4/16/2024