

# 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 \*\***

Listing	
<input type="checkbox"/>	(ESA) Electronic Signature Addendum or (ESC) Electronic Signature Consent (M)
<input type="checkbox"/>	Property Profile (M)
<input type="checkbox"/>	(AD) Disclosure Regarding Real Estate Agency Relationships (M)
<input type="checkbox"/>	(LL) Lease Listing Agreement (M)
<input type="checkbox"/>	(RPOQ) Rental Property Owner Questionnaire (M)
<input type="checkbox"/>	(FHDA) Fair Housing and Discrimination Advisory (M)
<input type="checkbox"/>	(RCSD) Representative Capacity Signature Disclosure (For Landlord Representatives)
<input type="checkbox"/>	MLS Printout <i>Active</i> (M)
Lease Contract	
<input type="checkbox"/>	(LRA) Application to Rent/Screening Fee (one for each occupant over 18 years of age) (M)
<input type="checkbox"/>	Copy Of Credit Report, and proof of income (for each occupant over 18 years of age)
<input type="checkbox"/>	(AD) Disclosure Regarding Real Estate Agency Relationships (M)
<input type="checkbox"/>	Addendum 1 ___ 2 ___ 3 ___
<input type="checkbox"/>	(RLMM) Residential Lease or Month-to-Month Rental Agreement (M)
<input type="checkbox"/>	(FHDA) Fair Housing and Discrimination Advisory (M)
<input type="checkbox"/>	(CBC) Cooperating Broker Compensation Agreement
<input type="checkbox"/>	(WHSD) Water Heater and Smoke Detector Statement of Compliance (M)
<input type="checkbox"/>	(LPD) Lead-Based Paint Disclosure ( if built prior to 1978 )
<input type="checkbox"/>	(LRM) Lease/Rental Mold and Ventilation Addendum (M)
<input type="checkbox"/>	(MII) (MOI) Move In / Move Out Inspection (M)
<input type="checkbox"/>	(DBD) Megan's Law Database Disclosure (M)
<input type="checkbox"/>	(BBD) Bed Bug Disclosure (M)
<input type="checkbox"/>	(PMA) Property Management Agreement
<input type="checkbox"/>	(SDDA) Security Deposit Disclosure and Addendum (M)
<input type="checkbox"/>	(RPOD) Rental Property Owner Disclosure (M)
<input type="checkbox"/>	(PMOI) Pre-Move Out Inspection Statement
<input type="checkbox"/>	(NRI) Notice of Right to Inspection Prior to Termination of Tenancy
<input type="checkbox"/>	MLS Printout Leased (M)
<input type="checkbox"/>	(ATCA) Animal Terms and Conditions Addendum
<input type="checkbox"/>	(PHSA) Pool, Hot Tub and SPA Addendum
<input type="checkbox"/>	(WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE (M)
<input type="checkbox"/>	(ESA) Electronic Signature Addendum or (ESC) Electronic Signature Consent (M)
<input type="checkbox"/>	(RCSD-T) Representative Capacity Signature Disclosure (For Tenant Representatives)
<input type="checkbox"/>	(TFHD) Tenant Flood Hazard Disclosure
<input type="checkbox"/>	(DRA) Denial of Rental Application for Credit or other reasons
<input type="checkbox"/>	(BIRN) Notice Regarding Background Investigation Reports Pursuant to California Law
<input type="checkbox"/>	(RCJC) Rent Cap and Just Cause Addendum (M)
<input type="checkbox"/>	Referral Form (Signed by Brokers and Agents)
<input type="checkbox"/>	Miscellaneous forms
TWO WAYS OF GETTING PAID	
<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.	

Current as of 4/25/2025