LEASE 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
	(TRBC) TENANT REPRESENTATION AND BROKER COMPENSATION AGREEMENT **(M)**
	(ESA) ELECTRONIC SIGNATURE ADDENDUM OR (ESC) ELECTRONIC SIGNATURE CONSENT **(M)**
	(WFA) WIRE FRAUD & ELECTRONIC FUNDS TRANSFER ADVISORY **(M)**
	PROPERTY PROFILE **(M)**
	(AD) DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS **(M)**
	(LL) LEASE LISTING AGREEMENT **(M)**
	(FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY **(M)**
	(RCSD) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE (FOR LANDLORD REPRESENTATIVES)
	MLS PRINTOUT ACTIVE **(M)**
	LEASE CONTRACT
	SUBMIT COMMISSION DISPURSEMENT AUTH IN COMMAND
	(LRA) APPLICATION TO RENT/SCREENING FEE (ONE FOR EACH OCCUPANT OVER 18 YEARS OF AGE) **(M)**
	COPY OF CREDIT REPORT, AND PROOF OF INCOME (FOR EACH OCCUPANT OVER 18 YEARS OF AGE)
	(AD) DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIPS **(M)**
	ADDENDUM ___ ___ ___
	(RLMM) RESIDENTIAL LEASE OR MONTH-TO-MONTH RENTAL AGREEMENT **(M)**
	(FHDA) FAIR HOUSING AND DISCRIMINATION ADVISORY **(M)**
	(TRPR) TENANT POSITIVE RENTAL PAYMENT REPORTING
	(CBC) COOPERATING BROKER COMPENSATION AGREEMENT
	(WHSD) WATER HEATER AND SMOKE DETECTOR STATEMENT OF COMPLIANCE **(M)**
	(LPD) LEAD-BASED PAINT DISCLOSURE (IF BUILT PRIOR TO 1978)
	(LRM) LEASE/RENTAL MOLD AND VENTALATION ADDENDUM (M)
	(MII) (MOI) MOVE IN / MOVE OUT INSPECTION (M)
	(DBD) MEGAN'S LAW DATABASE DISCLOSURE **(M)**
	(BBD) BED BUG DISCLOSURE **(M)**
	(PMA) PROPERTY MANAGEMENT AGREEMENT
	(SDDA) SECURITY DEPOSIT DISCLOSURE AND ADDENDUM **(M)**
	(RPOD) RENTAL PROPERTY OWNER DISCLOSURE **(M)**
	(PMOI) PRE-MOVE OUT INSPECTION STATEMENT
	(NRI) NOTICE OF RIGHT TO INSPECTION PRIOR TO TERMINATION OF TENANCY
	MLS PRINTOUT LEASED **(M)**
	(ATCA) ANIMAL TERMS AND CONDITIONS ADDENDUM
	(PHSA) POOL, HOT TUB AND SPA ADDENDUM
	(WCMD) WATER-CONSERVING PLUMBING FIXTURES/CMD NOTICE **(M)**
	(ESA) ELECTRONIC SIGNATURE ADDENDUM OR (ESC) ELECTRONIC SIGNATURE CONSENT **(M)**
	(WFA) WIRE FRAUD & ELECTRONIC FUNDS TRANSFER ADVISORY **(M)**
	(RCSD-T) REPRESENTATIVE CAPACITY SIGNATURE DISCLOSURE (FOR TENANT REPRESENTATIVES)
	(TFHD) TENANT FLOOD HAZARD DISCLOSURE
	(DRA) DENIAL OF RENTAL APPLICATION FOR CREDIT OR OTHER REASONS
	(BIRN) NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW
	(RCJC-TOPA) RENT CAP AND JUST CAUSE-TENANT OCCUPIED PROPERTY ADDENDUM
	REFERRAL FORM (SIGNED BY BROKERS AND AGENTS)
	MISCELLANEOUS FORMS

TWO WAYS OF GETTING PAID

OPTION 1. Have the tenant write two separate checks; one check for the owner and one check for Keller Williams due
OPTION 2. 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 7/30/2026