

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 DOTLOOP within 3 days of taking a listing or getting your offer accepted.

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

Listing

- 1 (ESA) Electronic Signature Addendum (WET SIGNATURES ONLY) (M)
- 2 Property Profile (M)
- 3 (AD) Disclosure Regarding Real Estate Agency Relationships (M)
- 4 (LL) Lease Listing Agreement (M)
- 5 (FHDA) Fair Housing and Discrimination Advisory
- 6 (RCSD-LL) Representative Capacity Signature Disclosure (For Landlord Representatives)
- 7 MLS Printout *Active* (M)

Lease Contract

- 8 (LRA) Application to Rent/Screening Fee (one for each occupant over 18 years of age) (M)
- 9 Copy Of Credit Report, and proof of income (for each occupant over 18 years of age)
- 10 (AD) Disclosure Regarding Real Estate Agency Relationships (M)
- 11 Addendum 1__ 2__ 3__
- 12 (RLMM) Residential Lease or Month-to-Month Rental Agreement (M)
- 13 (FHDA) Fair Housing and Discrimination Advisory
- 14 (CBC) Cooperating Broker Compensation Agreement
- 15 (WHSD) Water Heater and Smoke Detector Statement of Compliance (M)
- 16 (LPD) Lead-Based Paint Disclosure (if built prior to 1978)
- 17 (LRM) Lease/Rental Mold and Ventilation Addendum (M)
- 18 (MII) (MOI) Move In / Move Out Inspection (M)
- 19 (DBD) Megan's Law Database Disclosure (M)
- 20 (BBD) Bed Bug Disclosure (M)
- 21 (PMA) Property Management Agreement
- 22 (RPOD) Rental Property Owner Disclosure (M)
- 23 (PMOI) Pre-Move Out Inspection Statement
- 24 (NRI) Notice of Right to Inspection Prior to Termination of Tenancy
- 25 MLS Printout Leased (M)
- 26 (PA) Pet Addendum
- 27 (PHSA) Pool, Hot Tub and SPA Addendum
- 28 (CMD) CARBON MONOXIDE DETECTOR NOTICE (M)
- 29 (ESA) Electronic Signature Addendum (WET SIGNATURES ONLY) (M)
- 30 (RCSD-T) Representative Capacity Signature Disclosure (For Tenant Representatives)
- 31 (TFHD) Tenant Flood Hazard Disclosure
- 32 (DRA) Denial of Rental Application for Credit or other reasons
- 33 (BIRN) Notice Regarding Background Investigation Reports Pursuant to California Law
- 34 (RCJC) Rent Cap and Just Cause Addendum
- 35 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.

Revised 2/2/2023