



RENTAL- Tenant side - Checklist

Tenant AGENT: _____

PROPERTY ADDRESS: _____

DATE SENT

(1-3) Required to be turned in WITHIN 48 hours of EXECUTION. Failure to turn in all together with purchase contract will result in a \$50.00 office reprocessing fee.

1. _____ **EXECUTED LEASE** – All initials and signatures, include ALL Addendums.
2. _____ **Agency add** – signed by tenants.
3. _____ **Commission Disbursement Form** – Commissions MUST be completed by the agent prior to being sent for the Brokers approval.

Required to be turned in before close of escrow. Failure to turn in 9-13 before the COE will result in a \$50.00 office reprocessing fee.

4. _____ **Earnest Money Receipt** – Turn in within **24 hours** of acceptance of any contract as required by the Dept. of Real Estate.
5. _____ **Seller's Property Disclosure Statement** – All 6 pages with Seller's initials and signatures where required and completely filled out by Seller.
6. _____ **Final Walk Through Inspection**

All that is listed above is required by the Department of Real Estate to be turned into and reviewed by your broker before we can release your commission check to you.