

RENTAL FILE CHECKLIST

<p>PROPERTY ADDRESS & CITY _____</p> <p>APT # _____</p> <p>Owner _____</p> <p>Tenant _____</p> <p>HC MLS #: _____</p> <p>LISTING AGENT & BROKERAGE _____</p> <p>Telephone _____</p>	<p>Lease Start: _____</p> <p>Lease End: _____</p> <p>Rent: _____</p> <p>Commission due HVR _____</p> <p>Other MLS Name/#: _____</p> <p>TENANT'S AGENT & BROKERAGE _____</p> <p>Telephone _____</p>
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**REQUIRED
DOCS
FOR FILE**

NOTES

Enter "X" or "n/a" or "none"	HVR LISTING PAPERWORK	Date Received	NOTES (Explain exceptions, special cases, etc.)
	Signed Exclusive Listing Agreement <i>(or Commission Agreement with Agency declaration)</i>		
	Lead Paint Addendum signed by LL <i>(if applicable)</i>		
	Informed Consent to Dual Agency - Landlord <i>(if applicable)</i>		
	Copy of MLS Listing <i>(incl. Waiver if applicable)</i>		
LEASING PAPERWORK			
	Lease signed by Tenant and Landlord		
	<i>Proof of CIS / Truth in Renting to Tenant (only if non-NJAR lease)</i>		
	<i>Window Guard, Meghan's Law, Atty advisory, Wire fraud notice (only if non-NJAR lease)</i>		
	Informed Consent to Dual Agency, Tenant <i>(if applicable)</i>		
	Copy of Lease Application		
	Lead Paint countersigned by Tenant <i>(if applicable)</i>		
	Copies of all checks, deposits, transfers received and/or sent		
	<i>Escrow Transaction Sheet (if applicable)</i>		
	Agent Commission Worksheet		