

Transaction Checklist for Rentals

Name: _____

Date: _____

Property Address: _____ SAVE EVERYTHING!!!!!!

LISTING Rentals

____ Consumer's Guide.

____ Exclusive right to Sell/Lease

____ Lead Based Paint Disclosure (before 1978)

____ MLS Rental Input sheet

____ Lock Box Key Agreement

____ Tenant Hold harmless for supplements

____ Photos/MLS Photo Certification

____ Go over with Landlord that they have to provide the Lease Agreement, and that they are Responsible for the background/credit checks. We do not do Property Management

Once you have a lease agreement signed: Send the following to c21homestar@gmail.com within 48 hours

Tenant Side

____ Consumers guide (does not go to list agent)

____ Only show properties from the MLS where you are being paid commission

Follow the list agent's instructions for the Tenant for their background check.

Once approved Send signed paperwork 48 hours to c21homestar@gmail.com, Include copy of [MLS sheet](#)

____ Agreement to enter into a Lease or Rental application

____ Lead based paint disclosure

____ Agency Disclosure

____ Lease Agreement

____ Tenant Hold Harmless

____ Escrow Letter (no admin fee) The contract date is date of lease, transfer date is move in date, check MLS for agent compensation. All rentals are 80/20 with brokerage

____ Once the tenant has the keys email c21homestar@gmail.com and let us know and We will disburse when landlord check clears.

Listing agents, if we have to send the co-broke fee make sure we have the address

