

Transaction Checklist for Rentals

Name: _____ Date: _____

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

Once you have a list docs and lease agreement signed: Send everything to c21homestar@gmail.com within 48 hours

LISTING Rentals

- _____ Consumer's Guide. _____ Exclusive right to Sell/Lease
- _____ Lead Based Paint Disclosure (before 1978) _____ MLS Rental Input sheet
- _____ 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

TENANT Side - Send everything to c21homestar@gmail.com

- _____ Consumers guide (does not go to list agent)
 - _____ Exclusive Tenant Agency Agreement (you can only show properties if you are being paid)
(Normal is Half of 1 months rent)
 - _____ Show homes, have tenant complete application process if interested
 - _____ Check with list agent to see if landlord is offering compensation
(Complete Buyer/Tenant Broker Compensation Agreement showing who is paying your fee)
 - _____ 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, make sure the list agent or landlord has the escrow letter if they are paying your fee
- 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.

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