

RENTAL FILE CHECKLIST

HC MLS #: _____
LISTING AGENT & BROKER _____
Telephone _____

Other MLS Name/#: _____
TENANT'S AGENT & BROKER _____
Telephone _____

PROPERTY ADDRESS _____
APT # _____
Owner _____
Tenant _____

Lease Start: _____
Lease End: _____
Rent: _____
Commission due HVR _____

REQUIRED DOCS FOR FILE ("X" or "N/A")

Date Received

Notes

LISTING PAPERWORK

	Proof of CIS, Disclosures Sent to LL (MLS Listing Agreement acceptable)		
	Signed Listing or Commission Agreement		
	Lead Paint signed by LL (if applicable)		
	Informed Consent to Dual Agency - Landlord (if applicable)		
	Copy of MLS Listing (and Waiver if applicable)		

LEASING PAPERWORK

	Proof of CIS / Truth in Renting to Tenant (signed NJAR lease acceptable)		
	Window Guard, Meghan's Law, Atty advisory, Wire fraud (or NJAR lease acceptable)		
	Informed Consent to Dual Agency, Tenant (if applicable)		
	"Cost & Fees" signed by tenant (if applicable)		
	Copy of Lease Application & Tenant ID's		
	Lead Paint countersigned by Tenant (if applicable)		
	Copies of all checks, deposits, transfers received		
	Lease signed by Tenant and Landlord		
	W9 Signed by tenant		
	Escrow Transaction Sheet (if applicable) OR Rental Transaction Sheet		
	Security Deposit check paid to LL		
	Rent check paid to LL		
	Broker fee check paid to HVR		
	Broker fee paid to coop. broker (if applicable)		