



RENTAL PROCEDURE CHECKLIST

Landlord/Lessor's Broker

- Exclusive Right To Lease
- Disclosures (as required by office policy)
(Lead, Mold, Radon, Residential Real Property)
- Provide Lease/Rental Documentation
- Draft Lease
- Collect all Deposit(s) & First Month's Rent
(as Guaranteed Funds)
- Submit file & funds for processing
- Provide HOA Documentation to Lessee's Broker
- Provide Keys & Garage Door Openers

Tenant/Lessee's Broker

- Agency Disclosures
*Designated Agency Disclosure (IAR form 349T)
- Rental Application & Application Fee
- Additional Applicant Screening
(Run credit report, background, sex offender)
- Execute Lease
- Property Condition List
- Collect all Deposit(s) & First Month's rent
(as Guaranteed Funds)
- Review HOA Documentation

Always check with your Managing Broker on office policy for Rentals