



# RENTAL CHECKLIST

This is my:  Landlord  Tenant

Associate: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

Tenant / Landlord Name: \_\_\_\_\_

MLS #: \_\_\_\_\_

Title Company: \_\_\_\_\_

Closing Date: \_\_\_\_\_

## LISTING

**Please Submit in the order Listed Below**

- 1 MLS Sheet
- 2 Tax Record
- 3 Executed Exclusive Right to Lease Agreement

## PENDING

**Please Submit in the order Listed Below**

- 1 MLS Sheet
- 2 Tax Record
- 3 Contract to Lease
- 4 Executed Lease
- 5 Copies of all checks (Tenant Deposit, Commissions & Landlord)
- 6 Walk Through Inspection
- 7 DA

**I / WE FULLY UNDERSTAND INCOMPLETE PACKAGE WILL NOT BE APPROVED**