

# WEST SHORES REALTY

## COMMERCIAL LEASE FILE CHECKLIST

USED FOR 5+ UNITS, RETAIL, INDUSTRIAL, OFFICE SPACE, VACANT LAND

<b>ADDRESS:</b>					
<b>CLIENT:</b>					
<b>LISTING AGENT:</b>					
<b>LEASING AGENT:</b>					
LISTING AGENT DOCUMENTS	TENANT	LEASING AGENT	LANDLORD	LISTING AGENT	COMPLETE
AGENCY DISC. - (AD1) (ONLY IF TERM EXCEEDS 1 YR)	N/A	N/A			
LEASE LISTING AGREEMENT (CLA)	N/A	N/A			
RCSD IF LANDLORD IS NOT AN INDIVIDUAL	N/A	N/A			
MODIFICATION OF TERMS (MT)	N/A	N/A			
MLS ACTIVE REPORT	N/A	N/A	N/A	N/A	
MLS LEASED REPORT	N/A	N/A	N/A	N/A	
TAX RECORD - REALIST	N/A	N/A	N/A	N/A	
KEYSAFE LOCKBOX ADDENDUM (KLA) IF USED	N/A	N/A		N/A	
PRBS LISTING	N/A	N/A			
PEAD - LANDLORD	N/A	N/A			
LETTER OF INTENT, IF APPLIES			N/A	N/A	
LEASE DOCUMENTS	TENANT	LEASING AGENT	LANDLORD	LISTING AGENT	COMPLETE
AGENCY DISC. - AD2 (ONLY IF TERM EXCEEDS 1 YR)			N/A	N/A	
COPY OF TENANT'S PAYMENT TO LANDLORD	N/A	N/A	N/A	N/A	
COPY OF TENANT'S PAYMENT TO AGENT	N/A	N/A	N/A	N/A	
LEASE APPLICATION		N/A	N/A	N/A	
LEASE AGREEMENT					
ADDENDA		N/A		N/A	
COUNTER OFFERS, IF ANY					
RCSD IF TENANT IS NOT AN INDIVIDUAL				N/A	
PRBS - SIGNED BY ALL					
PEAD - TENANT(S)					
MIMO, IF USED					
REALIST REPORT					
DISCLOSURES	TENANT	LEASING AGENT	LANDLORD	LISTING AGENT	COMPLETE
ESD, IF DEATH, INSURANCE CLAIM, OR MATERIAL FACT(S)		N/A		N/A	
LEAD DISCLOSURE (FLD), IF BUILT BEFORE 1978					
RECEIPT FOR ENVIRO BOOKLET					
WATER HEATER/SMOKE DETECTOR (WHSD)		N/A		N/A	
WATER CONSERV FIXTURES/CARBON MON DET		N/A		N/A	
LEASE RENTAL MOLD (LRM)		N/A		N/A	
TENANT FLOOD HAZARD DISCLOSURE (TFHD)		N/A		N/A	
RECEIPT FOR REPORTS (RFR) FOR HOA DOCS, ETC.		N/A	N/A	N/A	
BED BUG DISCLOSURE (BBD), IF LIVING AREA EXISTS		N/A		N/A	
MEGAN'S LA, IF USED (DBD)		N/A		N/A	