

WEST SHORES REALTY CHECKLIST

RESIDENTIAL LEASES

PROPERTY ADDRESS:					
APN:					
LANDLORD(S) NAME(S):					
LANDLORD'S EMAIL:			PHONE:		
TENANT(S) NAME(S):					
TENANT'S EMAIL:			PHONE:		
LISTING AGENT:			OFFICE:		
LISTING AGENT'S EMAIL:			PHONE:		
LEASING AGENT:			OFFICE:		
LEASING AGENT'S EMAIL:			PHONE:		
LISTING AGENT DOCUMENTS	TENANT	LEASING AGENT	LANDLORD	LISTING AGENT	COMPLETE
AGENCY DISC. - AD1 (ONLY IF TERM EXCEEDS 1 YR)	N/A	N/A			
KEYSAFE LOCKBOX ADDENDUM (KLA) - IF APPLIES		N/A		N/A	
LEASE LISTING AGREEMENT	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	
MODIFICATION OF TERMS (MT)	N/A	N/A			
RCSD IF LANDLORD IS NOT AN INDIVIDUAL	N/A	N/A			
TAX RECORD - REALIST	N/A	N/A	N/A	N/A	
LEASE DOCUMENTS	TENANT	LEASING AGENT	LANDLORD	LISTING AGENT	COMPLETE
AGENCY DISC. - AD2 (ONLY IF TERM EXCEEDS 1 YR)				N/A	
ADDENDA		N/A		N/A	
COPY OF TENANT'S PAYMENT TO LANDLORD	N/A	N/A	N/A	N/A	
COPY OF PAYMENT TO WEST SHORES REALTY	N/A	N/A	N/A	N/A	
LEASE APPLICATION		N/A	N/A	N/A	
LEASE AGREEMENT					
RCSD IF TENANT IS NOT AN INDIVIDUAL				N/A	
DISCLOSURES	TENANT	LEASING AGENT	LANDLORD	LISTING AGENT	COMPLETE
BED BUG DISCLOSURE (BBD)		N/A		N/A	
ESD, IF DEATH IN PROPERTY		N/A		N/A	
LEAD DISCLOSURE (FLD), IF BUILT BEFORE 1978					
LEASE RENTAL MOLD (LRM)		N/A		N/A	
MEGAN'S LAW (DBD)		N/A		N/A	
MOVE IN/MOVE OUT (MIMO)		N/A		N/A	
RECEIPT FOR ENVIRO BOOKLET					
RECEIPT FOR REPORTS (RFR) FOR HOA DOCS, ETC.		N/A	N/A	N/A	
RENT CAP & JUST CAUSE ADJUSTMENT (RCJC)		N/A		N/A	
TENANT FLOOD HAZARD DISCLOSURE (TFHD)		N/A		N/A	
WATER HEATER/SMOKE DETECTOR (WHSD)		N/A		N/A	
WATER CONSERV FIXTURES/CARBON MON DET		N/A		N/A	