



**Residential Lease or Month-to-Month Rental Transaction File Checklist**  
**Jan 2020**

Realty Benefit Agent Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Representing (check one or both):  Tenant  Landlord  Both

**M** – Mandatory    **IA** – If Applicable

**Bold Acronym** = C.A.R. form contained in zipForm

**CONTRACTS** (check all that apply):

*Landlord Listing docs –*

1.  **M** Lease Listing Agreement – **LL**
2.  **IA** Keysafe/Lockbox Addendum – **KLA**

*Tenant Lease/Rental docs –*

3.  **M** Residential Lease or Month-to-Month Rental Agreement – **LR**

*Related docs –*

4.  **M** Rent Cap and Just Cause Addendum – **RCJC**
5.  **IA** Water Submeter Addendum – **WSM**

**DISCLOSURES** (check all that apply):

6.  **M** Agency Disclosure – **AD**  Seller's Brokerage Firm to Seller (or Landlord)  Buyer's Brokerage Firm to Buyer (or Tenant – i.e., only required if lease is more than 1 year in duration)
7.  **IA** Representative Capacity Signature Disclosure (Landlord Representatives) – **RCSD-LL** (Trust, Entity, POA, Estate)
8.  **IA** Representative Capacity Signature Disclosure (Tenant Representatives) – **RCSD-T** (Trust, Entity, POA, Conservatorship/Guardianship)
9.  **M** Exempt Seller Disclosure – **ESD**
10.  **M** Bed Bug Disclosure – **BBD**
11.  **M** Tenant Flood Hazard Disclosure – **TFHD**
12.  **M** Lease/Rental Mold and Ventilation Addendum – **LRM**
13.  **M** Water Heater and Smoke Detector Statement of Compliance – **WHSD**
14.  **M** Water-Conserving Plumbing Fixtures and Carbon Monoxide Detector Notice – **WCMD**
15.  **IA** Lead-based Paint Hazards Disclosure – **FLD** (mandatory for pre-1978)
16.  **IA** Pool, Hot Tub, and Spa Addendum – **PHSA**
17.  **IA** Pet Addendum – **PET**
18.  **IA** Methamphetamine Contamination Notice – **MCN**
19.  **M** Residential Environmental Hazards & Protection From Lead Booklet – Tenant Receipt of Booklet
20.  **M** Move In/Move Out Inspection – **MIMO**
21.  **M** MLS Printout w/status "Leased" (when representing landlord as listing agent)
22.  **IA** Other \_\_\_\_\_