



Residential Lease or Month-to-Month Rental Transaction File Checklist February 2021

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 _____