

RENTAL CHECKLIST

Landlord Client Tenant Client

Note: This form (and Form W-9 if there is a commission payment to another broker) must be completed for commissions to be processed.

There will be a 10 day hold on commissions if payment to Realty Advantage is by personal check.

Date _____ MLS # _____
Agent Name _____
Property Address _____
List Price _____ Rented Price _____ Commission \$ _____
Lease Commencement Date _____
(commissions are not earned until lease commencement date)

<p><u>IF OUR LISTING, complete this section:</u></p> <p>Was there a tenant agent?: <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>For other broker commission to be paid:</p> <p>Broker Company Name _____</p> <p>Broker Company Address _____</p> <p>Other Agent Name _____</p> <p>Broker Telephone No _____</p> <p>Broker Federal Tax ID _____</p> <p style="text-align: center;">(IRS Form W- 9 from other Broker must be attached)</p>
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<p>Checks to be disbursed:</p> <p>\$ _____ commission to You</p> <p>\$ _____ commission to Other Broker</p> <p>\$ _____ security deposit/rent to Owner(s)</p> <p>Owner Name _____</p> <p>Owner Address _____</p> <p>Deliver to: <input type="checkbox"/> Agent Mailbox <input type="checkbox"/> Owner Address</p>
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Required Forms

- Form 1003: Understanding Whom Real Estate Agents Represent
- Form 1004: Consent for Dual Agency
- Form 1200: MD Lead Base Paint Disclosure (if pre-1978)
- Form 1206: Authorization to Rent, Non-Management *(for Landlord Client)*
- Form 1341: Buyer Agency Agreement *(for Tenant Client)*
- Lease Agreement, Lease Summary, and Applicable Addenda
- BrightMLS Printout of Listing
- Copy of check(s) to Realty Advantage: (Check no. _____ Amount \$ _____)
(Check no. _____ Amount \$ _____)

