



### **You will need the following when turning in a Lease:**

- ✓ Residential Lease or Month-to-Month Rental Agreement
- ✓ Disclosure Regarding Real Estate Agency Relationship
- ✓ Carbon Monoxide Disclosure
- ✓ Water Heater/Smoke Detector Statement of Compliance
- ✓ Lease Commission (Internal Paperwork)
- ✓ W9 for the owner being paid if we are paying any portion of the first check to the owner.

### **You should let the owners know that we:**

- **DO NOT** hold security deposits or cleaning deposits
- Take our commission for the entire transaction up front
- Require Subsequent monthly payments to be made directly from the tenant to the homeowner
- Do not provide management services on behalf of the homeowner