

Internal Office:

Check to Acct. - _____ Check to Agent _____ All Docs in Zip _____

NEW LEASE	RENTAL DATE:
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Property Address:	Subdivision:
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Homeowners:	Renters:
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FORM	Renter 1	Renter 2	Renter Agent	Owner 1	Owner 2	Owner Agent	COMPLETE
CLR Lease Commission Report (completed)							
Lease Listing Agreement (LL) or Month to Month Agreement (RLMM)							
Rental Property Owner Disclosure (RPOD)							
Rental Property Owner Questionnaire (RPOQ)							
Disclosure Regarding Real Estate Agency Relationship (AD)							

Make sure you acquire 2 checks:

1. The commission check (made out to California Lifestyle Realty or HP LQ Brokerage Inc.)
2. The Rent check made out to the homeowner.

Please note: if we must cut the check to the homeowner because you only got one check from the tenant for the whole amount. We'll need a W-9 for the homeowner being paid if we are paying any portion of the first check to the homeowner. *Please note: This will delay payment to the homeowner waiting for a check from the Accounting Dept.*

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.

*New Forms