

Internal Office:

Check to Acct. - \_\_\_\_\_ Check to Agent \_\_\_\_\_ All Docs in Zip \_\_\_\_\_

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NEW LEASE				RENTAL DATE:			
Property Address:				Subdivision:			
Homeowners:		Renters:					
FORM	Renter 1	Renter 2	Renter Agent	Owner 1	Owner 2	Owner Agent	COMPLETE
CLR Lease Commission Report (completed) (CLR internal Form)							
Disclosure Regarding Real Estate Agency Relationship (AD)							
Lease Listing Agreement (LL) or Month to Month Agreement (RLMM) <ul style="list-style-type: none"><li>Common Interest Governed by HOA (Compliance Required)</li></ul>							
Rental Property Owner Disclosure (RPOD) Owner <b>must answer</b> on RPOD for the following: <ul style="list-style-type: none"><li>Asbestos: Built prior to 1979</li><li>Cabon Monoxide Detector Compliance</li><li>Lead based Paint</li><li>Meth Contamination</li><li>Periodic Pest Control</li><li>Water Submeters</li><li>Mold</li><li>Asbestos</li><li>HOA / Condo / Planned Development</li><li>Death on Property in Last 3 years</li><li>Military Ordinance Location</li><li>Any Other Material Facts</li></ul>							
Rental Property Owner Intake Sheet (RPOI)							
Lease / Rental Mold & Ventilation Addendum (LRM)							
Bed Bug Disclosure (BBD)							

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Lead Based Paint & Lead Based Paint Hazards Disclosure Pre-1978 Built housing (LPD)							
Move In Inspection – (MI)							
Move Out Inspection (MOI) Move Out Inspection Summary (SUM-MOI) MOI Instructions (Printed out with forms)							
48 Hour Notice of Inspection Prior to Termination of Tenancy Form (FEHN)							

**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.

**ALL AGENTS MUST HAVE BROKER APPROVAL TO DO ANY COMMERCIAL LEASING BUSINESS**