

Leasing

CHECK LIST

- RESIDENTIAL LEASE APPLICATIONS (ANYONE OVER THE AGE OF 18)
- PAYSTUBS OR TAX RETURNS
- VALID DRIVERS LICENSE AND SOCIAL SECURITY CARD
- CREATE A LIST OF POTENTIAL RENTAL PROPERTIES
- SCHEDULE A TOUR FOR POTENTIAL RENTAL PROPERTIES
- WRITE DOWN ANY REPAIRS NEEDED PRIOR TO APPLYING
- PREPARE SECURITY DEPOSIT WITHIN 24-48 HOURS FROM APPLICATION APPROVAL
- REVIEW LEASE AGREEMENT, ANSWER ANY QUESTIONS
- RESIDENTIAL LEASE SIGNED WITHIN 24-48 HOURS
- SCHEDULE A TIME AND DAY FOR MOVE IN
- PREPARE FIRST MONTHS FULL RENT FOR THE DAY OF MOVE IN
- CHECK FOR ANY REPAIRS PRIOR TO MOVE IN
- HOUSE KEYS, MAILBOX KEY AND LOCATION, GARAGE REMOTES
- TRANSFER ALL UTILITIES BY MOVE IN DATE
- IF RENTERS INSURANCE REQUIRED, PROVIDE COPY
- SIGN REPRESENTATION AGREEMENT, IABS, AND ANY ADDITIONAL DOCUMENTS

Agent

CHECK LIST

- CONTACT INFORMATION FOR LANDLORD, NUMBER, AND EMAILS ADDRESS
- CONFIRM FORM OF PAYMENT FOR MONTHLY RENT
- MARK DATES FOR LEASE END DATE
- MARK CALENDAR FOR INVENTORY FORM DUE
- MARK CALENDAR FOR 30, 60, 90 DAY NOTICE TO VACATE
- MARK ON CALENDAR THE PRORATED RENT AMOUNT AND DUE DATE
- CONFIRM SECURITY DEPOSIT WAS SENT BY TENANT
- CONFIRM SECURITY DEPOSIT WAS RECEIVED BY LANDLORD
- CONFIRM WITH TENANT UTILITIES HAVE BEEN TRANSFERRED
- GATHER GAS, WATER, TRASH, WIFI AND ELECTRICITY (CHOOSE ANY PROVIDER)
- REPAIRS TO BE DONE DUE DATE
- REPAIRS COMPLETED AND PHOTOS OR WALKTHROUGH
- LAWN MAINTENANCE BY TENANT OR LANDLORD (CONTRACTOR CONTACT INFO)
- LEASE AGREEMENT DOC; LEASE, FLOOD, INVENTORY, BROKER AGREEMENT
- EMAIL EXECUTED LEASE AGREEMENT TO ALL PARTIES

Agent

CHECK LIST

- PRINT COPIES OF ALL DOCUMENTS SIGNED
- PRINT INVENTORY FORM AND ADD DUE DATE AT THE TOP, CC ME
- SET UP A DATE AND TIME TO MEET FOR MOVE IN
- RENTERS INSURANCE COPY EMAILED TO AGENT (IF REQUIRED)
- CONFIRM WITH LA- HOUSE KEYS (HOW MANY)
- CONFIRM WITH LA- MAILBOX (LOCATION AND NUMBER)
- CONFIRM WITH LA-GARAGE REMOTES (HOW MANY)