

Your REALTY Office <sup>TM</sup>  
 Green Sheet /Check List–Lease Rental

Property Address: \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Lease Price: \_\_\_\_\_ Contract Date: \_\_\_\_\_ COE or Possession \_\_\_\_\_

Landlords FULL name: \_\_\_\_\_

Listing Agent: \_\_\_\_\_ Company & Telephone #: \_\_\_\_\_

Tenants FULL name: \_\_\_\_\_

Agent: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Commission From	Address	Telephone
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**Required Items with a Lease**

- Agency (plus)
- Dual Agency (if in-house)
- MLS printout (P,UCB,A/48hrs)
- Rental Agreement
- Counter(s)
- Addendum(s) (check what is added)
- Tenant / Landlord Receipt
- Copy of Earnest Money
- Final Walk Through
- MLS Printout (showing CLOSED)

**Other Disclosures (include if required)**

- Buyer Broker Agreement
- CLA
- HOA/CCR Receipt
- Pool Disclosure
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Date Entered into computers

Initial