



KELLER WILLIAMS.
CAPITAL PROPERTIES



VIRGINIA RENTALS (07/25)

Listing Checklist

Notes

- ☐ Bright MLS Full Listing Printout (or Bright Office Exclusive form (06/24))
- ☐ MLS Disclosures and Residential Seller/Landlord Options (08/14/24)
- ☐ Exclusive Right to Lease Listing Agreement NVAR #K1281 (01/25)
- ☐ Rental: Lead Based Paint Disclosure NVAR #K1035 (for properties built prior to 1978)(09/96)

Tenant Checklist

Notes

- ☐ MLS Disclosures and Residential Seller/Landlord Options (08/14/24)
- ☐ Exclusive Right to Represent Tenant Agreement NVAR #1282 (01/25)

Lease Checklist

Notes

- ☐ Bright MLS Full Listing Printout (or Bright Office Exclusive form (06/24)), if listing brokerage
- ☐ VRLTA Lease NVAR #K1354 (07/25)
- ☐ Virginia Statement of Tenant Rights and Responsibilities (07/24)
- ☐ Tenant's Broker Compensation Agreement NVAR #1404 (01/25) OR KWCP - Compensation Agreement - Rentals (09/24) - required if tenant broker compensation being paid
- ☐ Rental: Lead Based Paint Disclosure NVAR #K1035 (for properties built prior to 1978)(09/96)
- ☐ Disclosure of Brokerage Relationship for Unrepresented Party(ies) NVAR #K1207(08/24)
- ☐ Disclosure of Designated Agents NVAR #K1362 (08/24)
- ☐ Disclosure of Dual Agency NVAR #K1361 (08/24)
- ☐ Other Addendums, as necessary—some transactions may require more disclosures, based on the property and/or the tenant/landlord