



Rental Contract and Copy of Earnest Money Check or ER form must be turned in within 48hrs.

Agents Rental Checklist

Address: _____ City: _____ Zip: _____ Date: _____

Landlord: _____ Tenant: _____

Agent: _____

- Forms Required:**
- ADRE requires more legible copy of the Contract
 - Agency Disclosure
 - Tenant Advisory (only last page with signatures/dates)
 - Contract Information Sheet
 - Earnest Money Check Copy
 - Move-In & Move-Out Inspection Form
 - Letter to ADRE explaining why file turned late
 - Listing Agent's Lease Agreement

- Forms Required:**
- MLS Printout showing change to Pending/AWC
 - Pool Safety Notice
 - Residential Disclosure & Release
 - Residential Rental Agreement & Receipt for Deposit
 - Lease Owner's Property Disclosure Statement
 - Surprise-Luke Notification Map
 - WQARF MAP - Active Remedial Project Map

- LEAD BASED PAINT DISCLOSURE (Required if built prior to 1978)** _____ Cannot be signed in counter-part
- Line A.1 OR A.2 needs to be checked by Seller _____ Line B.1 OR B.2 needs to be checked by Seller
 - Seller's initials required on lines: _____ Buyer's initials required on lines: _____
 - Buyer to check ONE BOX under line F
 - Initials needed at line G from: Listing Agent _____ Coop/Buyer's Agent _____
 - Signature/Date needed from: Seller _____ Buyer _____ Listing Agent _____ Coop/Buyer's Agent _____

Need Listing Agent's Lease Agreement signed by Landlord, and Tenant.

Forms are required to be turned into Corporate if they are used in the transaction, or are applicable to the transaction.

Notes to Broker:

