

LEASE FILE TEMPLATE

INSTRUCTIONS : AGENTS ARE TO ENSURE ALL FORMS ARE THE LATEST C.A.R. REVISIONS. All non C.A.R Forms can be found on the Intranet Keller Williams Website or on Agent Services desk. All files to be uploaded to DOTLOOP within 3 days of taking a listing or getting your offer accepted.

**** (M) DENOTES MANDATORY FORMS IN FILE ****

Listing	
1	(ESA) Electronic Signature Addendum (WET SIGNATURES ONLY) (M)
2	Property Profile (M)
3	(AD) Disclosure Regarding Real Estate Agency Relationships (M)
4	(LL) Lease Listing Agreement (M)
5	(RCSD-LL) Representative Capacity Signature Disclosure (For Landlord Representatives)
6	MLS Printout <i>Active</i> (M)
Lease Contract	
7	Green Sheet (2 sided form, get's you paid!) (M)
8	(LRA) Application to Rent/Screening Fee (one for each occupant over 18 years of age) (M)
9	Copy Of Credit Report, and proof of income (for each occupant over 18 years of age) (M)
10	(AD) Disclosure Regarding Real Estate Agency Relationships (M)
11	Addendum 1__ 2__ 3__
12	(LR) Residential Lease or Month-to-Month Rental Agreement (M)
13	(CBC) Cooperating Broker Compensation Agreement
14	(WHSD) Water Heater and Smoke Detector Statement of Compliance (M)
15	(FLD) Lead-Based Paint Disclosure (if built prior to 1978)
16	(LRM) Lease/Rental Mold and Ventilation Addendum (M)
17	(MIMO) Move In / Move Out Inspection (M)
18	(BBD) Bed Bug Disclosure (M)
19	MLS Printout Leased (M)
20	(PA) Pet Addendum
21	(PHSA) Pool, Hot Tub and SPA Addendum
22	(WCMD) WATER-CONSERVING PLUMBING FIXTURES/CARBON MONOXIDE DETECTOR NOTICE (M)
23	(ESA) Electronic Signature Addendum (WET SIGNATURES ONLY) (M)
24	(RCSD-T) Representative Capacity Signature Disclosure (For Tenant Representatives)
25	(TFHD) Tenant Flood Hazard Disclosure
26	Miscellaneous forms
TWO WAYS OF GETTING PAID	
OPTION 1. Have the tenant write two separate checks; one check for the owner and one check for Keller Williams due commission.	
OPTION 2. Have the tenant write the check directly to the owner. The owner will then write a check for Keller Williams	

Revised 7/20/18