



## RENTAL CHECK LIST & PROCESSING SHEET

Rental Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Renting Agent: \_\_\_\_\_

City/State \_\_\_\_\_

Renting Office Name: \_\_\_\_\_

Zip \_\_\_\_\_

Office Address: \_\_\_\_\_

Co-op Agent % \_\_\_\_\_

Agent Phone #: \_\_\_\_\_

Listing Agent: \_\_\_\_\_

Move-in: \_\_\_\_/\_\_\_\_/\_\_\_\_

Listing Office Address: \_\_\_\_\_

Rent: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Agent Phone #: \_\_\_\_\_

Pet Fee: \$ \_\_\_\_\_

\_\_\_\_ RENTAL APPLICATION (COMPLETED AND SIGNED)

\_\_\_\_ EXCLUSIVE RENTAL LISTING AGREEMENT/DISCLOSURES

\_\_\_\_ SIGNED LEASE

\_\_\_\_ LEASE SUMMARY (Montgomery County only - excluding City of Rockville and City of Gaithersburg)

\_\_\_\_ SINGLE FAMILY RENTAL PROPERTY IN M.C. ADDENDUM (GCAAR-1226) **or**

\_\_\_\_ CONDO/COOP ADDENDUM (GCAAR-1227) **or**

\_\_\_\_ ROCKVILLE CITY ADDENDUM (GCAAR-1228) **or**

\_\_\_\_ GAITHERSBURG CITY ADDENDUM (GCAAR-1229)

\_\_\_\_ AGENCY RELATIONSHIP DISCLOSURE (AS NEEDED)

\_\_\_\_ LEAD BASE PAINT DISCLOSURES/CERTIFICATE

YEAR BUILT: \_\_\_\_\_

### LISTING AGENT

I have reviewed all documents for completeness and accuracy.

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date Signed