



**RENTAL CHECK LIST &
PROCESSING SHEET**

Rental Property Address: _____

Owner Name: _____

Tenant Name: _____

Owner's Address: _____
City/State _____
Zip _____

Renting Agent: _____
Renting Office Name: _____
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
- ___ Bright MLS Disclosure
- ___ 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 ADDEMDUM (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

