

VIRGINIA RENTAL LEASING COVER SHEET

Revised September 2007

Property Address: _____ MRIS # _____

RE/MAX Premiere Selections Leasing Agent : _____

RE/MAX Premiere Selections Listing Leased

Tenant(s) Name: _____

Lease Price: \$ _____

Application fee received \$ _____

Total Rental amount received, payable to RE/MAX Premiere Selections: \$ _____

Security Deposit amount received -To be held by Owner / Us / Other ? \$ _____

(Put in escrow account? YES / NO) Sub-Total of Amount Received: \$ _____

Total commission owed to RE/MAX Premiere Selections \$ _____

Total commission owed to co-op broker (if any): \$ _____

Broker: _____ Leasing Agent: _____

Mailing Address: _____

Should Co-op broker's check: TOTAL AMOUNT due to Owner \$ _____

BE MAILED / HELD for PICK UP? Less any expenses owed agent \$ _____

NET TO OWNER: \$ _____

Owner's NAME: (block letters) _____

Mailing Address: _____ City/State: _____ Zip: _____

Fill out this portion only when you lease another broker's listing.

Co-op Rental

Tenant(s) Name: _____

Lease Price: \$ _____ Total amount due from Co-op Broker \$ _____

Name of Coop Broker: _____

Check will be mailed to us / CHECK ATTACHED (circle one)

THE FOLLOWING FORMS ARE REQUIRED FOR ALL LEASED RENTALS

____ Rental leasing check (if RPC listing), plus one copy.

____ MRIS Printout (if not our listing and on file)

____ Either: Rental Application (Part 1 and 2) NVAR #1008

or: Rental Application and Rental Applicant's Information (RPC forms)

or: Other broker's Application forms.

____ Disclosure of Brokerage Relationship (NVAR #1207)

____ Deed of Lease (NVAR #1333)

Did you represent tenant? YES / NO If YES, attach

____ Exclusive Right to Represent the Tenant (NVAR #1282)

Was property built in 1978 or before 1978? YES / NO

Note: NEW LEAD PAINT LAW requires these disclosures be *received from Owners* with each leasing. If you answered YES to the above, attach

____ ORIGINAL/COPY: LEAD PAINT ADDENDUM (NVAR #1035)