

D.C. RENTAL LEASING COVER SHEET

Revised November 2019

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) GCAAR #1204

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

_____ or: Other broker's Application forms.

_____ Disclosure of Brokerage Relationship (GCAAR #1002)

_____ Lease (GCAAR #1221)

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

_____ Buyer Agency Agreement (GCAAR #1341)

_____ Consent for Designated Representation (GCAAR #1001)

Acting as TENANT'S AGENT, did you rent an OFFICE LISTING? YES / NO If YES, attach

_____ Disclosure/Confirmation of Designated Representation (GCAAR #1000)

Was property built before 1986? YES / NO

_____ DC Lead Disclosure Form

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** (GCAAR form #907)