

# JOBIN RENTAL PACKAGE-CHECKLIST

Complete Property

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

Year property built: \_\_\_\_\_

Properties built before 1978 need Lead Based Paint Disclosure

Tenant(s) Name: \_\_\_\_\_

MLS# \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Management Company

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

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

Phone: \_\_\_\_\_

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

Leasing Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Cooperating Company: \_\_\_\_\_ Broker Code: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Rent:\$ \_\_\_\_\_ Amount Deposit Received:\$ \_\_\_\_\_

## FOR JOBIN RENTAL LISTINGS:

Amount to Listing Broker \$ \_\_\_\_\_ Amount to Leasing Broker \$ \_\_\_\_\_

Amount to Owner \$ \_\_\_\_\_ Bonuses, Referrals or Other \$ \_\_\_\_\_

## CHECKLIST FOR ALL RENTALS:

- \_\_\_\_\_ Tenant/Landlord Agency Disclosure
- \_\_\_\_\_ Rental Application
- \_\_\_\_\_ MLS Printout
- \_\_\_\_\_ Deed of Lease
- \_\_\_\_\_ Megan's Law Lease Addendum (if necessary)
- \_\_\_\_\_ Rental: Disclosure & Acknowledgement of Lead Based Paint

## CHECKLIST FOR JOBIN RENTAL LISTINGS:

- \_\_\_\_\_ Exclusive Right to Lease Agreement
- \_\_\_\_\_ Required Deposit
- \_\_\_\_\_ Walk Through

## Rental Process Information:

1. Application: Along with the application, receive appropriate funds from the applicant(s). Separate moneys for deposit and a \$25.00 process fee from each applicant.
2. Deed of Lease: When the application is fully accepted by landlord, complete the Deed of Lease and have all appropriate parties sign. Provide copies to all parties and Broker.

