

**CENTURY 21 Consolidated**  
**Folder Requirements For Leases**

Documents to be signed by all parties as Indicated  
Insure that ALL Date and Time fields are completed on ALL forms.

DATE: \_\_\_\_\_ MLS# \_\_\_\_\_

AGENT: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

**LESSOR CHECKLIST:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Tax Star & Parcel Map                      | <input type="checkbox"/> 10. CMA/Rental Search Criteria Report                     |
| <input type="checkbox"/> 2. MLS Print-out & MLS History                | <input type="checkbox"/> 11. Inbound/Outbound Referral Form<br>(accepted/rejected) |
| <input type="checkbox"/> 3. Duties Form (#525)                         | <input type="checkbox"/> 12. American Home Shield<br>(accepted/rejected)           |
| <input type="checkbox"/> 4. Original Completed Listing Agreement       | <input type="checkbox"/> 13. Lessor's Email Address                                |
| <input type="checkbox"/> 5. Residential Rental Data Form               | <input type="checkbox"/> 14. Order Office Sign Up w/Regal Sign Services            |
| <input type="checkbox"/> 6. Tenant Key Box Authorization Form          | <input type="checkbox"/> 15. Place Sign Up Confirmation in File                    |
| <input type="checkbox"/> 7. Consent To Act (accepted/rejected)         | <input type="checkbox"/> 16. BDD Referral Sheet (if applicable)                    |
| <input type="checkbox"/> 8. Sellers Real Property (#547)               | <input type="checkbox"/> 17. 12 Photos minimum for MLS & 21 Online                 |
| <input type="checkbox"/> 9. Lead Based Paint Form ( If Built B/4 1978) |  |

**LESSEE CHECKLIST:**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Tax Star & Parcel Map                | <input type="checkbox"/> 7. Lead Based Paint Form (If Built B/4 1978)                                 |
| <input type="checkbox"/> 2. MLS Print-out Showing Leased Status  | <input type="checkbox"/> 8. Copy of Deposit   |
| <input type="checkbox"/> 3. Leasing Office & MLS History         | <input type="checkbox"/> 9. CMA/Rental Search Criteria Report   |
| <input type="checkbox"/> 4. Duties Owed                          | <input type="checkbox"/> 10. Inbound/Outbound Referral Form<br>(accepted/rejected) (signed by lessee) |
| <input type="checkbox"/> 5. Consent To Act (CTA) (If Applicable) | <input type="checkbox"/> 11. Lessee's Email Address   |
| <input type="checkbox"/> 6. Sellers Real Property (#547)         |   |

**Closed Checklist:**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Lease Agreement                    | <input type="checkbox"/> 4. Sign Removal Order & Confirmation |
| <input type="checkbox"/> 2. Walk-Thru (signed by ALL PARTIES)  | <input type="checkbox"/> 5. Copies of ALL APPLICATIONS        |
| <input type="checkbox"/> 3. MLS Printout Showing Leased Status |   |