



**RENTAL RECAP SHEET**

Date: \_\_\_\_\_

Tenant's Agent     Landlord's Agent

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tenant(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

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URG Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Coop Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Monthly Rent: \_\_\_\_\_ URG App Fee: \_\_\_\_\_ Commission: \_\_\_\_\_

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**Please provide the following documentation:**

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| <input type="checkbox"/> Contract to Lease         | <input type="checkbox"/> Copy of Deposit / Rent Check(s)                   |
| <input type="checkbox"/> Lease Agreement           | <input type="checkbox"/> HOA or Condo Association Approval (if applicable) |
| <input type="checkbox"/> Application for Residency | <input type="checkbox"/> MLS Printout                                      |