



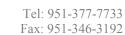


TENANT FILE CHECKLIST

OWNER/PROPERTY MANAGEMENT FORMS:			
☐ Owner Information Worksheet (Select Homes form)			
☐ Property Management Agreement (C.A.R. form PMA)			
☐ Lease Listing Agreement (C.A.R. form LL)			
☐ Disclosure Regarding Real Estate Agency Relationship (C.A.R. form AD)			
☐ Copy of Welcome Letter & Initial Account Set-up (Kelly)			
NEW TENANT FORMS:			
☐ Application to Rent/Screening Fee (C.A.R. form LRA)			
☐ Rental application verification form or Rental Qualifier			
☐ Residential Lease or Month-to-Month Rental Agreement (C.A.R. for LR)			
☐ Policies and Rules Addendum (C.A.R. form ADM - see Kelly for sample verbiage)			
 Animal Agreement Addendum (if applicable) (C.A.R. form ADM - see Kelly for sample verbiage) 			
☐ Lease/Rental Mold and Ventilation Addendum (C.A.R. form LRM)			
☐ Water Heater and Smoke Detector Statement of Compliance (C.A.R. form WHSD)			
☐ Disclosure Regarding Real Estate Agency Relationship (C.A.R. form AD)			
☐ Copy of Tenant Information letter (move-in letter)			
For properties built before 1978, federal law required the following:			
☐ Lead-Based Paint and Lead-Based Paint Hazards (C.A.R. form FLD)			
"Protect Your Family From Lead in Your Home" pamphlet (from federal EPA)			
Gave to tenant(s) on			
TENANT MOVE-OUT FORMS:			
Tenants notice of intent to vacate rental unit			
☐ Copy of Move-out information letter (Select Homes form)			
☐ Notice of Right to Inspection Prior to Termination of Tenancy (<i>C.A.R. form NRI</i>)			
☐ Tenant's Waiver of Right to Receipts and Invoices (Select Homes form)			
☐ Pre-Move Out Inspection Statement (C.A.R. form PMOI)			
Security deposit itemization form/letter (<i>Kelly</i>)			
☐ Completed Move Out Inspection (C.A.R. form MIMO)			
Move-Out Date:			

Discard After:

(3 years)







PROPERTY MANAGEMENT INFORMATION

Property Information:	Chase Bank A	Chase Bank Acct #:		
Address:				
City:	State:	Zip:		
Management Fees:				
Mailing Address:				
City:	State:	Zip:		
			•	

Tenant Information:	Move-In Date:		
Name(s):			
Hm Phone:	Wk Phone:		
Cell Phone:	Email:		
Drivers License #:	Car License Plate #:		
Rent: (per month)	Term:		
Security Deposit:	Other Deposit:		
Emergency Contact:			
Name:	Phone:		
Address:	·		

Owner Information:		
Name(s):		
Address:		
City:	State:	Zip:
Hm Phone:	Wk Phone:	
Cell Phone:	Email:	