

# CHECKLIST FOR LEASE OPTIONS AND LEASES

## Including "Work for Equity" Program

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

### Application Process:

- Credit application
- Application Receipt Deposit for property if necessary (certified funds)
- Order Credit report
- Verify job, rental history, credit

### Once Application Approved:

- Lease Agreement
- Landlord Rules and Regulations
- Option Agreement if necessary
- Work for Equity Program if necessary
- Inventory and Inspection Report, **only** if lease
- Lead Based Paint Addendum if built before 1978
- Balance of Move-In Money (**Certified Funds** only)
- Make sure Smoke Detectors and Security Devices are in place
- Re-Key Locks
- Turn off Utilities
- Cancel Lawn and/or Pool Maintenance
- Remove Signs and pick up Lockbox
- Set up Rent as Due and Payable each month
- If Agent involved, write Commission Check and sign Broker Agreement
- Terminate all advertising
- Welcome letter to Tenant
- Make sure all documentation is in the Tenant folder and put in file cabinet

