

Date _____ NRC Agent _____

Property Address _____

Required Listing Paperwork

- | | |
|--|---|
| <input type="checkbox"/> Exclusive Right to Lease Contract | <input type="checkbox"/> Agency Disclosure Form |
| <input type="checkbox"/> RCO3 Property Profile Form | <input type="checkbox"/> Showing Instructions |
| <input type="checkbox"/> Lead-Based Paint Disclosure | |

Required Closed File Paperwork

- | | |
|--|---|
| <input type="checkbox"/> Rental Application | <input type="checkbox"/> Lease Agreement |
| <input type="checkbox"/> Lead Based Paint Disclosure | <input type="checkbox"/> Agency Disclosure – Tenant’s Agent |
| <input type="checkbox"/> Security Deposit Letter | <input type="checkbox"/> Copy of Security Deposit Check |

Required for Dual Agency

- | | |
|--|---|
| <input type="checkbox"/> Agency Disclosure as Dual Agent | <input type="checkbox"/> Exclusive Tenant Agency Contract |
|--|---|

Additional Paperwork – If Applicable

- | | |
|--|--|
| <input type="checkbox"/> Letter of Intent to Lease | <input type="checkbox"/> Pet Agreement |
| <input type="checkbox"/> Additional Addendums(s) _____ | |

- Security deposit check MUST be made payable to the Landlord directly
- Commission check(s) MUST be made payable to the Broker(s) as follows...
 - If you represent both sides – one check made payable to NRC
 - If tenant is represented by Co-Broker – one check to Co-Broker & one check to NRC
- NRC Commission Check will be processed as follows...
 - Cashier check – 2 business days
 - Personal check – 10 business days
- Please give your client a copy of *A Practical Guide for Landlords & Tenants*
- ALL paperwork MUST be uploaded in Sky Slope. Thank you.

Landlord Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Landlord Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Co-Broker Name _____ ID # _____

Address _____

Agent Name _____ ID # _____

Office Phone _____ Agent Phone _____

Agent E-mail _____

Tenant Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Tenant Name _____

E-mail _____

Cell # _____ Home # _____ Work # _____

Home Address _____

Notes _____

