

Date \_\_\_\_\_ NRC Agent \_\_\_\_\_

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

## Required Paperwork

- |  |   |
|--|---|
| <input type="checkbox"/> Rental Application          | <input type="checkbox"/> Lease Agreement                  |
| <input type="checkbox"/> Agency Disclosure Form      | <input type="checkbox"/> Exclusive Tenant Agency Contract |
| <input type="checkbox"/> Lead-Based Paint Disclosure | <input type="checkbox"/> Copy of Security Deposit Check   |

## Additional Paperwork – If Applicable

- Letter of Intent to Lease
- Pet Agreement
- 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 Landlord 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.

**Tenant Name** \_\_\_\_\_

E-mail \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Home Address \_\_\_\_\_

**Tenant Name** \_\_\_\_\_

E-mail \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Home Address \_\_\_\_\_

**Listing Broker** \_\_\_\_\_ ID # \_\_\_\_\_

Address \_\_\_\_\_

Agent Name \_\_\_\_\_ ID # \_\_\_\_\_

Office Phone \_\_\_\_\_ Agent Phone \_\_\_\_\_

Agent E-mail \_\_\_\_\_

**Landlord Name** \_\_\_\_\_

E-mail \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Home Address \_\_\_\_\_

**Landlord Name** \_\_\_\_\_

E-mail \_\_\_\_\_

Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Home Address \_\_\_\_\_

**Notes** \_\_\_\_\_

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