

LEASE CLOSING CHECKLIST

Forms To be Turned In for address: _____

PRIOR TO POSSESSION:

The following (**signed**) documents must be turned in BEFORE commission check will be issued.

- | | |
|---|---|
| <input type="checkbox"/> MLS Listing From (Listing Only)

<input type="checkbox"/> Lead Based Paint Disclosure Form

<input type="checkbox"/> Residential Lease – Fully Executed

<input type="checkbox"/> Lease Settlement Statement

<input type="checkbox"/> Pet Addendum To Lease Agreement (if any) | <input type="checkbox"/> Exclusive Right to Sell/Lease

<input type="checkbox"/> Application for Leasing or Rental

<input type="checkbox"/> Lease Addendum(s) (if any)

<input type="checkbox"/> Agency Disclosure – Form K

<input type="checkbox"/> Transaction Worksheet (if any) |
|---|---|

Landlord/Tenant Received (Paper or Electric version):

- | | |
|---|--|
| <input type="checkbox"/> Commencement Inventory Check lists

<input type="checkbox"/> Security Deposit Settlement | <input type="checkbox"/> Security Deposit Notification

<input type="checkbox"/> Landlord and Tenant – Welcome Package |
|---|--|

Discuss required city certification, if applicable. Please initial and date that you have explained and provided the following documents (and deadlines) to your client. Note: Executed copy of both Commencement Inventory Checklist and Security Deposit Letter **MUST** be returned upon completion and turned in for the file.

TENANT DELIVERS WITHIN 7 DAYS AFTER MOVE IN:

- Commencement Inventory Check lists (2 copies)
(Executed copy MUST be turned in)

Initial	Date
_____	_____

LANDLORD DELIVERS WITHIN 14 DAYS AFTER MOVE IN:

- Security Deposit Notification Letter to Tenants (2 copies)
(Executed copy MUST be turned in)

LANDLORD DELIVERS WITHIN 30 DAYS AFTER MOVE OUT:

- Termination Inventory Checklist (2 copies)

 Security Deposit Settlement (2 copies)

Agent(s)

Office Manager

DISCLAIMER: This form is created by 1st Michigan Realty. 1st Michigan Realty is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

1st Michigan Realty LLC (Rev 02/04/2015)

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