



Rental Listing Paperwork 101

Documents needed to list the rental property

- Listing agreement w/ Attorney General Memo **Required**
- Listing agreement - secondary MLS **Conditionally Required**
 - (Commission agreement form for secondary MLS i.e. HCMLS, GSMLS)
- Consumer Information Statement (CIS) **Required**
- Permission to Advertise **Required**
- Wire Fraud **Required**
- Dual Agency Disclosure **Required**
- Landlord Flood Risk Notification **Required**
- Lead Paint/No Lead Paint Disclosure **Required**
- Guide to Lead Paint Law **Conditionally Required**
- Lead Safe Disclosure **Conditionally Required**

Once all required documents have been signed, upload them into the Opportunity in Command and submit the “Listed” checklist paperwork for compliance

Documents needed once the property is Under Contract

- Fully Executed Lease **Required**
- Fully Executed Lead Paint/No Lead Paint Waiver **Required**
- Fully Executed Flood Risk **Required**
- Window Guard Addendum **Optional**
- Tenant Credit Check **Optional**
- Tenant Application **Optional**

Once all required documents have been signed, upload them into the Opportunity in Command and submit the “Under Contract” checklist paperwork for compliance

Documents needed once the property is Closed

- Closing Commission Check **Required**
- MLS print-out showing sold data **Required**

Once all required documents have been signed, upload them into the Opportunity in Command and submit the “Closed” checklist paperwork for compliance