



**CHECKLIST : PROPERTY DETAILS AND RENTAL TERMS FOR LISTING ON
RENTLAB WEB PORTAL AND MOBILE APPS**

1.0	Property Information & Details				
1.1	Listing Title:				
1.2	Unit No.:		1.3	Floor No.:	
1.4	Block Name / Number :		1.5	Project/Taman/Building Name:	
1.6	Street 1:				
1.7	Street 2:				
1.8	Postcode:		1.9	State:	
1.10	Property Full Address:				
1.11	Property Type:	Office			
1.12	Sub-type:	<i>Landed/condo/apartment/service apt/Studio/SOHO/office suite/SOFO/shop lot/commercial space/comm building/retail space/warehouse/factory/</i>			
1.13	Built Up Area:	Sq. ft	1.14	Land Area:	Sq. ft
1.15	No. of Rooms:		1.16	No. of Baths:	
1.17	Building Age:	years (Year)	1.18	Unit Layout Type:	Intermediate / End / Corner
1.19	Furnishing Conditions:	Bare (as is where is) / basic furnishing / partial furnished / fully furnished			
1.20	Main Door Facing:	North / South / East / West / North-East / North-West / South-East / South-West			
1.21	Ceiling Height:	feet	1.22	Power Supply:	Single / 3 phase
1.23	No. of car park bays provided: Bay number:	()	1.24	Max. Current Load:	Amps
1.25	Floor Design Load: (ton/m2)	<i>(For industrial properties)</i>	1.26	Other Info:	
1.26	Other Property Information:	<i>(Other property & surrounding observations, details, strength & weaknesses...)</i>			

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2.0	Property Photos, Videos and other multimedia				
2.1	Profile photo:	<i>This photo will be used as the profile photo on your property listing</i>			
2.2	External:	<i>Photos of building external, guard house entrance etc.</i>			
2.3	Unit Entrance:	<i>Photos of entrance to your unit, main door, corridor, lift lobby, reception area etc.</i>			
2.4	Living Hall:	<i>Photos of living hall from unit entrance, dining area, kitchen/pantry, balcony etc</i>			
2.5	Dining Hall:	<i>Photos of dining hall from unit entrance, living hall, kitchen/pantry, balcony etc</i>			
2.6	Kitchen/Pantry:	<i>Photos of kitchen/pantry from unit entrance, living hall, dining area, etc</i>			
2.7	Rooms & Bath:	<i>Photos of bedrooms, bathrooms, toilets, study, utility, maids room etc.</i>			
2.8	View From Unit:	<i>Photos of views from living hall, bedrooms, balcony etc.</i>			
2.9	Facilities:	<i>Photos of swimming pool, multi-function hall, BBQ area, playground, gym etc.</i>			
2.10	Office Area:	<i>Photos of open work space, workstation area, directors rooms, chill area, etc.</i>			
2.11	Meeting Room:	<i>Photos of conference/meeting rooms, discussion area etc.</i>			
2.12	Factory Area:	<i>Photos of factory floor, warehouse are, storage area, laundry/wash area etc.</i>			
2.13	Others:	<i>Photos of surrounding area, nearby amenities, shops/retail, recreation area etc.</i>			
2.14	Video links:	<i>Youtube URL/Link for any videos tours etc.</i>			
2.15	360° Virtual Tour	<i>URL/Link or iframe codes for any 360 virtual tour etc.</i>			
3.0	Rental Terms & Conditions				
3.1	Minimum Asking Rent:	RM	per	3.2	Available Date: (from)
		month/year			
3.3	Rent Tenure:	month(s)/year(s)	3.4	Extension Period:	month(s)/year(s)
3.5	Extension Period Rent Adjustment:	Not applicable / Mutually agreed rental / Prevailing market rate / Cap at 10% increment / Cap at 15% increment / Cap at 20% increment / Cap at 25% increment / Cap at 30% increment / Others (specify below)			
3.6	Payment Terms:	Beginning of each month / 6 months post-dated cheques / 12 months post-dated cheques / One year advance payment / Others (specify below)			
3.7	Security Deposits:	month(s)	3.8	Utilities Deposits:	month(s)

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3.9	Advance Rental:	month(s)	3.10	Free Rent Period:	day/week/month
3.11	Allow Sub-let:	Yes / No	3.12	Electricity Included?	Yes / No
3.12	Special Rental Terms & Conditions:	<i>(Special requests, restrictions or T&C, if any...)</i>			
4.0	Other Property Information & Documents				
4.1	Floor Plans:	Layout & unit floor plans	4.2	Inventory List:	See Form RA-3
4.3	Draft Tenancy Agreement:	If any to use...	4.4	Other Documents:	If any...
5.0	Location & Map				
5.1	GPS Coordinates:	Optional	5.2	Google Map:	Pinpoint property location on Google map
6.0	Posting And Bidding Date & Time				
6.1	Posting Date:		6.2	Posting Time:	
6.3	Bid Start Date:		6.4	Bid Start Time:	
6.5	Bid End Date:		6.5	Bid End Time:	
7.0	For Property Ownership Verification (Any 3 or more)				
7.1	Sale & Purchase Agreement (SPA):	Relevant pages	7.2	Utilities Bills:	TNB/Syabas/Indah Water/ TM/Unifi/ASTRO etc.
7.3	Maintenance Fee / Service Charge:	Latest bills/receipts	7.4	Assessment & Quit Rent:	Latest bills/receipts
7.5	Individual Document of Title / Strata Title:	Relevant pages	7.5	Other Documents:	For proof of ownership
8.0	Authorisation & Instruction To List Letter:		For Agents/representatives (Rentlab Form RA – 1 /1A)		

Information provided by,

Prepared by Representative / Agent,

Form RA-2

Name :

Name :

NRIC / Passport / Co. No.:

NRIC No:

REA / CREN No.:

Contact No.:

Contact No.:

Date :

Date :