

RENTAL CHECKLIST

Related Party or Financial Interest? ☐ Yes or ☐ No
☐ Landlord Client ☐ Tenant Client

Note: This form (& Form W-9 if there is payment to other broker) must be completed for commissions to be processed. There is a 10 day hold on commissions if payment to Realty Advantage is by personal check.

Date _____ **MLS #** _____

Agent Name _____

Property Address _____

List Price _____ **Rented Price** _____ **Commission \$** _____

Lease Commencement Date _____ (commissions not earned until lease commencement)

IF OUR LISTING, complete this section:

For other broker tenant agent commission to be paid:

Broker Company Name _____

Broker Mailing Address _____

Other Agent Name _____

(IRS Form W- 9 from other Broker **must** be attached)

Checks to be disbursed:

\$ _____ **commission to You**

\$ _____ **commission to Other Broker**

\$ _____ **security deposit/rent to Owner(s)**

Owner Name _____

Owner Address _____

Deliver to: ☐ Agent Mailbox ☐ Owner Address

Required Forms

- ☐ Form 1003: Understanding Whom Real Estate Agents Represent
- ☐ Form 1004: Consent for Dual Agency
- ☐ Form 1206: Authorization to Rent, Non-Management (for Landlord Client) - or -
- ☐ Form 1219: Broker Representation of Tenant (for Tenant Client)
- ☐ Lease Agreement, Lease Summary, Maryland Tenant Bill of Rights (All required)
- ☐ EPA Mold Pamphlet (either initialed pamphlet or copy of email to prove delivery)
- ☐ Radon Lease Addendum (Required)
- ☐ BrightMLS Printout of Listing

If applicable

- ☐ Other Applicable Addenda (Lead Base Paint, Windowguard, etc)
- ☐ Copy of check(s) to Realty Advantage (Check no. _____ Amount \$ _____)



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