

Lease Listing Checklist (Rental Prop Owner)

Revised 08/07/2023

BOLD = Required GRAY = Required if applicable

	Sent/Received	Uploaded
ZipForms Cover Sheet (4 pgs)		
Title Property Profile Report		
LL: Lease Listing Agreement (4 pgs)		
RPOD: Rental Property Owner Disclosure (incl in LL; 2 pgs)		
RPOQ: Rental Property Owner Questionnaire (incl in LL; 3 pgs)		
FHDA: Fair Housing & Discrimination Advisory (incl in LL; 2 pgs)		
CCPA: CA Consumer Privacy Act Advisory (incl in LL; 1 pg)		
AD: Agency Disclosure btw Listing Agent & RPO (2 pgs)		
PIA: Property Images Agreement (1 pg)		
SELM: Seller Instruc To Exclude Listing from MLS		
MLS Agent Detail Sheet		
TA: Trust Advisory		
RCSD-HP: Representative Capacity Sig Disclosure (required if property is held in a trust or managed by prop manager)		
NHD Flood Zone Report (provide with TFHD to Tenant)		

Lease Checklist (Tenant)

Revised 08/07/2023

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	Sent/Received	Uploaded
ZipForms Cover Sheet		
Title Property Profile Report		
RLMM - Residential Lease/Month-to-Month Rental Agrmt (9 pgs)		
BBD: Bed Bug Disclosure (incl in RLMM; 1pg)		
TFHD: Tenant Flood Hazard Disclosure (incl in RLMM; 1 pg)		
RCJC: Rent Cap & Just Cause Addendum (incl in RLMM; 2 pgs)		
FHDA: Fair Housing & Discrimination Advisory (incl in RLMM; 2 pgs)		
CCPA: California Consumer Privacy Act Advisory (1 pg)		
LRA: Application to Rent for Tenant (4 pgs)		
AD: Agency btw Tenant & Agent (req'd if lease is > 12 mos)		
KW LMD: Keller Williams Lease Money Disposition		
MII: Move In Inspection		
LRM: Lease/Rental Mold & Ventilation Addendum		
DBD: Megans Law Database Disclosure		
RPOD: Rental Property Owner Disclosure (incl in LL; 2 pgs)		
WCMD: Water Conserving Plumbing Fixtures & Carbon Monoxide		
WFDA: Wildfire Disaster Advisory		
WHSD: Water Heater Smoke Detector		
HERS: Home Energy Rating Pamphlet signature page (e-Pub 3 of 6)		
Earthquake Hazards Report (e-pub 5 of 6) (req'd if property was built prior to 1960)		
Homeowner's Guide - Signature page (e-Pub 6 of 6)		
LPD: Lead Based Paint (req'd if built prior to 1978)		
NHD Flood Zone Report (provide with TFHD to Tenant)		
RCSD-T: Representative Capacity Sig Disclosure (if Tenant is entity, need docs showing that person is allowed to sign)		
Additional Disclosures/Addenda		
KLA: Keysafe Lockbox Addendum		
MCN: Meth Contaminate Notice		
ATCA: Animal Terms & Conditions Addendum		
PHSA: Pool Hot Tub Spa Addendum		
PSD: Parking & Storage Disclosure		
WSM: Water Submeter Addendum		