

## Lease Listing Checklist (Housing Provider)

**BOLD = Required** GRAY = Required if applicable

	Sent/Received	Uploaded
ZipForms Cover Sheet (4 pgs)		
Title Property Profile Report		
<b>LL: Lease Listing Agreement (4 pgs)</b>		
<b>WFA: Wire Fraud Advisory</b>		
<b>RPOD: Rental Property Owner Disclosure (incl in LL; 2 pgs)</b>		
<b>RPOQ: Rental Property Owner Questionnaire (incl in LL; 3 pgs)</b>		
<b>FHDA: Fair Housing &amp; Discrimination Advisory (incl in LL; 2 pgs)</b>		
<b>CCPA: CA Consumer Privacy Act Advisory (incl in LL; 1 pg)</b>		
<b>AD: Agency Disclosure btw Listing Agent &amp; RPO (2 pgs)</b>		
<b>PIA: Property Images Agreement (2 pgs)</b>		
MLS Agent Detail Sheet		
SELM: Seller Instruction To Exclude Listing from MLS		
<b>RCSD-HP: Representative Capacity Sig Disclosure (if Property is held in a Trust)</b>		
<b>Document Showing Signer's Authority (if Property is held in a Trust)</b>		

## Lease Checklist (Tenant)

**BOLD = Required** GRAY = Required if applicable

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