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## FILE CHECKLIST (NEW JERSEY – RESIDENTIAL RENT)

PROPERTY ADDRESS: \_\_\_\_\_

SELLER(S): \_\_\_\_\_

SALES ASSOCIATES(S): \_\_\_\_\_

### Listing:

1. Consumer Information Statement
2. MLS Listing Agreement (MLS input sheet: optional)
3. MLS Listing Page
4. Informed Consent to Dual Agency
5. Commission Split Addendum
6. Lead Based Paint Disclosure (if necessary, signed by seller)
7. Truth in Renting Guide (if applicable)
8. Delayed Showing Form (if necessary)

### Post Closing Items:

1. Commission Check & Check Copy
2. Commission Statement with Team Work Sheet/ Referral Fee Statement
3. Lease Agreement (fully executed)
4. Copy of CCO/CO
5. Lead Based Paint Disclosure (if necessary, fully executed)
6. MLS Listing Paper with Status Changed (leased)