



LEASE CHECKLIST

| Date | Task |
|------|---|
| | Signed Lease Listing Agreement OR Buyer's Representation Agreement |
| | Is the home compliant with the Texas Property Code? <u>You must verify</u> |
| | Sent Landlord/Tenant a link to this video https://youtu.be/Bwr1vtUeS64 |
| | Completed & Signed Lease Application and supporting documents |
| | Credit/Background Check completed <i>mysmartmove.com</i> |
| | Pet Screening completed (if necessary) <i>petscreening.com</i> |
| | Completed & Signed Lease |
| | Animal (Pet) Addendum (if required) |
| | Other Addendum that apply to this lease _____ |
| | MLS status updated from Active to Pending? |
| | Agreement Between Brokers & W-9 received/sent |
| | Rent and Deposit checks delivered / received (Cashier's Checks only) |
| | Verified if Landlord or Property Manager and where/how payments made |
| | Have the repairs / code issues been taken care of? |
| | Is the home clean and ready for move-in? Lawn mowed? |
| | Notified client to have utilities turned on/off |
| | Verified that locks have been changed or will be within 7 days |
| | Received/Delivered the Inventory & Condition Form |
| | MLS status updated to SOLD / LEASED |

***** If San Jacinto Properties – The Silver Star Group is going to be the Property Manager, you must notify Sylvia Skotak prior to telling the landlord that we will manage the property (at least 15 days prior to the move-in date). Only Sylvia or David Turnquist are permitted to approve Property Management agreements. We do not accept every home that asks us. Acceptance is based on the distance from our offices (no farther than 20 miles) and the condition of the home (must be in good condition and meet the Texas Property Code requirements)*****

Agent: _____ Date: _____

Client Names: _____

Client Contact Information: _____

Property Address: _____

(Revised January 2023)