



# LEASE CHECKLIST

Date	Task
	Signed Lease Listing Agreement OR Buyer's Representation Agreement
	Is the home compliant with the Texas Property Code? You must verify
	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
	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: \_\_\_\_\_