

Lease Information

(To be used with all leases-Residential and Commercial)

Date: _____
Agent: _____
Property Address: _____
Property type: _____

Spalding & Associates represented: Lessee _____ Lessor _____ Both _____

Terms of lease:

of Months: _____ Monthly Rent: \$ _____ Gross Rent: _____
Commission(%): _____ Commission Amount: \$ _____
Lessee: _____ Lessor: _____

Cooperating Broker:

Agent: _____ Company: _____
Address: _____
Phone#(s): _____

All Checks Received by you:

Amount:\$ _____ From: _____ Pd To: _____ Registered _____
Amount:\$ _____ From: _____ Pd To: _____ Registered _____
Amount:\$ _____ From: _____ Pd To: _____ Registered _____

Comments or Instructions Regarding your Lease: _____

Agent's Check list

(Required documentation)

Residential or Commercial Lease Agreement _____
Addendums or Counters _____
Residential Lease Disclosure _____
Agency Disclosure and Confirmation of Agency _____ (Applicable if over one year)
Receipt for Environmental Book _____
Lead Based Paint Disclosure _____ (Applicable if built prior to 1978)
Copy of MLS Set Up _____
Receipt for Rules & Regulations _____ (If a condo or PUD)

Agent Signature: _____