

Lease Information form

(To be used with all leases Residential and Commercial)

Date: _____

Agent: _____ Property Type: _____

Property Address: _____

Spalding & Associates represented: Lessee _____ Lessor _____ Both _____

Terms of lease:

of months: _____ Monthly Rent: \$ _____ Gross Rent: \$ _____

Commission Rate (%): _____ 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 Required Documentation

Residential or Commercial Lease Listing Agreement _____ (If you were the Listing Agent)

Residential or Commercial Lease Agreement _____

Addendums or Counters _____

Residential Lease Disclosure _____

Agency Disclosure and Confirmation of Agency _____ (Applicable if Residential over one year)

Lead Based Paint Disclosure and Receipt _____ (Applicable if built prior to 1978)

Copy of MLS or Internet Set Up _____

Receipt for Rules & Regulations _____ (If a condo or PUD)

Bedbug Infestation Disclosure _____

Fair Housing and Discrimination Advisory _____

Tenant Flood Hazard Disclosure _____

Rent Cap and Just Cause Addendum _____

Renter Protection Notice _____ (must be provided to all tenants in LA)

Agent Signature _____