Residential Lease Checklist
June 2026

Lease Documents

1.	LRA, Lease Application to Rent	Mandatory-Always
2.	BIRN, Background Investigation Notice	Mandatory-Always
3.	RLMM, Lease Agreement	Mandatory-Always
4.	RCJC, Rent Cap and Just Cause Addendum	Mandatory-Always
5.	TRPR Offer of Tenant Positive Rental Payment	Mandatory-Always
6.	FHDA, Fair Housing and Discrimination Advisory	Mandatory-Always
7.	CCPA, California Consumer Privacy Advisory	Mandatory-Always
8.	SDDA Security Deposit Disclosure & Addendum	Mandatory-when deposit >1x rent
9.	RAD Realtor Acknowledgement & Disclosure	Mandatory
10.	ADM, Addendums	If Applicable
11.	MLS Active printout	Mandatory-Always
12.	AAA Additional Agent Acknowledgement	If Applicable
13.	CDA, Commission Disbursement Authorization	Mandatory-Always
14.	TRBC Tenant Rep & Broker Compensation Agreement	Mandatory-If you are tenant's agent
15.	LCA, Lease Comp Agreement (tenant asks HP to pay agent comp.)	If Applicable
16.	ATCA Animal terms & Conditions Addendum	If Applicable
17.	Copy of Deposit and Rent checks.	If Applicable
18.	Trust Log (if any money or things of value are handled)	If applicable
19.	AEA, Amendment of Existing Agreement	If Applicable
20.	NOE, Notice of Entry (used so current tenant lets new tenant see property)	If Applicable
21.	AC, Agency Confirmation. Need if AC in lease is not complete	If Applicable
22.	PPN, Pre-Possession Notice to Pay Rent	If Applicable
23.	Additional Applications Received. From any other potential tenants	If Applicable
24.	DRA, Denial of Rental Application	If Applicable

Disclosures

1.	AD, Agency Disclosure signed by Tenant	Mandatory- if over 1 year lease
2.	RPOD Rental Property Owner Disclosure	Mandatory-Always
3.	Environmental Hazard Book Receipt, signed by tenant	Mandatory-if over 1 year lease
4.	ESD, Exempt Seller Disclosure.	Mandatory- If over 1 year lease
5.	LRM, Lease/Rental Mold and Ventilation Addendum/4-page booklet attached	Mandatory-Always
6.	WCMD, Water Conserving Fixture/Carbon Monoxide Disclosure	Mandatory-Always
7.	WHSD, Water Heater/Smoke Detector	Mandatory-Always
8.	LPD, Lead Based Paint Disclosure	Mandatory if built before 1978
9.	Lead Hazard Pamphlet	Mandatory if built before 1978
10.	BBD, Bed Bug Disclosure	Mandatory-Always
11.	TFHD, Tenant Flood Hazard Disclosure	Mandatory-Always
12.	AVID, Agent Visual Inspection Disclosure	Mandatory-if over 1 year lease
13.	PHSA, Pool, Hot Tub and Spa Addendum	If Applicable
14.	RCSD-HP, Representative Capacity Housing Provider	If Applicable, when RPO is an entity
15.	RCSD-T, Representative Capacity Signature Disclosure-Tenant	If Applicable, when tenant is an entity
16.	PSD, Parking and Storage Disclosure	If Applicable
17.	WSM, Water Sub-meter Addendum	If Applicable
18.	LID, Landlord in Default (If NOD filed)	If Applicable
19.	Lease Advisory-No Property Management (FIRST TEAM FORM)	Mandatory-Always
20.	WDFA, Wildfire Advisory	Mandatory if property in wildfire area

Closing Documents

1. MI, Move-in Inspection	Mandatory-Always
2. MII-SUM Move-In Inspection Summary	Mandatory-Always
3. MLS Print Out-Closed	Mandatory-Always
4. Copy of commission check	Mandatory-Always
5. Conversation Log	Mandatory-Always
6. CLR, Cancellation of Lease or Rent	If Applicable

Representation Agreement Documents

1. TRBC Tenant Rep & Broker Compensation Agreement	Mandatory-Always
2. LCA Lease Commission Agreement	Mandatory- asking RPO to pay comp.