Lease Listing Checklist
June 2026

Listing Documents

1. AD, Agency Disclosure signed by landlord	Mandatory-Always
2. LL, Lease Listing Agreement	Mandatory-Always
3. MLSA Multiple Listing Service Addendum	Mandatory-Always
4. Proof of Listing Registration	Mandatory-If delayed marketing
5. ADM-GEN Addendum-Generic	If Applicable
6. RPOD Rental Property Owner Disclosure	Mandatory-Always
7. RPOI Rental Property Owner Intake Form	Mandatory-Always
8. RPOA Rental Property Owner Advisory	Mandatory-Always
9. FHDA, Fair Housing and Discrimination Advisory	Mandatory-Always
10. CCPA, California Consumer Privacy Advisory	Mandatory-Always
11. SDDA Security Deposit Disclosure & Addendum	If Applicable
12. MLS Active (Agent full report signed by seller)	Mandatory-Always
13. Property Profile or Prelim	Mandatory-Always
14. MT-LA, Modification of Terms, Listing Agreement	If Applicable
15. RCSD-HP, Representative Capacity Signature Disc.-Housing Provider	Mandatory if landlord is a Trust
16. Sign up/Sign down	If Applicable
17. KLA, Key safe/Lockbox Addendum	If Applicable
18. PIA, Property Images Agreement	If Applicable
19. DRA Denial of Rental Application	Mandatory if app is processed
20. Misc.	If Applicable