

## COMMAND Lease Listing Checklist 080124

AD Agency Disclosure – Landlord & LA	Required	Disclosure	Landlord and LA
BCA Broker Compensation Advisory	Required	Disclosure	Detailed explanation of Broker/Agent compensation
LL Lease Listing Agreement – Exclusive	Required	Agreement	Use LL that has "Exclusive Authorization."
FHDA Fair Housing Discrimination Advisory	Required	Disclosure	Required with all leases
BBD Bed Bug Disclosure	Required	Disclosure	Required with all leases
TFHD Tenant Flood Hazard Disclosure	Required	Disclosure	Required with all leases
RCJC Rent Control and Just Cause Addendum	Required	Agreement	Required with all leases
CCPA California Consumer Privacy Act Advisory	Required	Disclosure	Required with all leases
SDDA - Security Deposit Exemptions, Disclosure & Addendum	Required	Agreement	Required with all leases
RPOQ – Rental Property Owner Questionnaire	Required	Disclosure	Provided to Listing Agent or Property Manager only – not provided to Tenant.
RPOD – Rental Property Owner Disclosure	Required	Disclosure	Provided to Tenant. Replaces use of ESD.
ATCA Animal Terms and Conditions Addendum	Conditional	Agreement	As applicable.
NRI – Notice of Right to Inspection Prior to Termination of Tenancy	Conditional	Agreement	As applicable.
EL Extension of Lease	Conditional	Agreement	Use this form to extend an existing lease.
KLA Keysafe/Lockbox Addendum	Conditional	Agreement	If LL paragraph 5 is checked for Tenant permission to access property.
DRA Denial of Rental Application	Conditional	Disclosure	Use this form if Rental Application is denied.
Other Listing Documentation	Conditional	Agreement	Other pertinent listing documentation.
MT Modification of Terms	Conditional	Agreement	If there are changes to the Listing Agreement, use MT.
COL Cancellation of Listing	Conditional	Agreement	COL is signed by Seller and Team Leader. Agent doesn't sign.