

COMMAND Lease Trans Checklist 122124

AD Agency Disclosure - Tenant & BA	Required	Disclosure	Tenant & BA
BCA Broker Compensation Advisory	Required	Disclosure	Detailed explanation of Broker/Agent compensation
LRA Application to Rent/Screen	Required	Disclosure	Each Tenant to complete. If more than one, combine.
RLMM – Lease / Month to Month Rental Agreement	Required	Agreement	Lease / Month to Month Rental Agreement
SDDA - Security Deposit Exemptions, Disclosure & Addendum	Required	Disclosure	Required with all leases
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 Cap and Just Cause Addendum	Required	Agreement	Required with all leases
CCPA California Consumer Privacy Act Advisory	Required	Disclosure	Required with all leases
TRBC Tenant Representation and Broker Compensation Agreement	Conditional	Agreement	As applicable.
TRPR – Offer of Tenant Positive Rental Payment Reporting	Conditional	Agreement	As applicable.
ADM / AEA Addendum(s)	Conditional	Addendum	As applicable [number numerically].
RPOD – Rental Property Owner Disclosure	Required	Disclosure	Provided to Tenant.
ATCA Animal Terms and Conditions Addendum	Conditional	Agreement	As applicable.
PHSA Pool Hot Tub Spa Addendum	Conditional	Addendum	As applicable.
SMA Sub-meter Addendum	Conditional	Addendum	If utilities are on a sub-meter, this form is required.
KLA Keysafe/Lockbox Addendum	Conditional	Agreement	If LR 19.C checked for Tenant permission to access property.
REQ - Tenant Credit Report	Required	Disclosure	One for each Tenant. Combine in to one PDF and upload.
REQ - MLS Printout	Required	Disclosure	If on MLS, upload the Agent MLS Report with picture.
EL Extension of Lease	Conditional	Agreement	Use this form to extend an existing lease.
DRA Denial of Rental Application	Conditional	Agreement	Use this form if Rental Application is denied.
BIRN Notice Regarding Background Investigation / CA Law	Conditional	Disclosure	As applicable.
LPD Lead-Based Paint Disclosure Pre-1978	Conditional	Disclosure	Only for homes built before 1978.
Consumer Booklet Links Receipt	Required	Disclosure	Consumer Booklets are all online. Seller & Buyer should sign.
County DDA [Disclosure & Disclaimers Advisory]	Conditional	Disclosure	Recommended if applicable.
WHSD Water Heater/Smoke Detector	Conditional	Disclosure	Complies with wording in RLMM.
WCMD Water Conserving Fixture / CO Detector	Conditional	Disclosure	Complies with wording in RLMM.
SF Bay Area Fireplace Disclosure unless using DDA	Conditional	Disclosure	If not using County DDA, required for 9 Bay Area counties.
LRM Lease/Rent Mold & Ventilation	Required	Disclosure	Required on all leases.
MCN Meth Lab Clean-Up Order	Conditional	Disclosure	As applicable.
Residential EQ Risk Disclosure Statement (Pre-1960)	Conditional	Disclosure	EQ Risk Assessment Report [pre-1960].
WFDA Wildfire Disaster Area Disclosure	Required	Disclosure	WFDA includes advisories and resources to Buyer.
MII Move-In Inspection - along with pictures.	Conditional	Agreement	MII done at Move in - along with pictures.
MOI Move-Out Inspection - along with pictures	Conditional	Agreement	MOI done at Move out - along with pictures.