



## **COMPLIANCE**

### **WHEN YOU REPRESENT THE SELLER/LANDLORD ON A LEASE:**

- Information about Broker Services
- Residential Real Estate Listing Agreement Exclusive Right to Lease
- Residential Lease
- MLS Sheet
- Agreement between Brokers for Residential Leases
- W9 – Request for Taxpayer Identification Number and Certification
- Intermediary Relationship Notice (if AGR represents the tenant and landlord)
- Copies of all checks and/or deposits
  - (a) Security deposit made out to Landlord
  - (b) First months rent made out to AGR in CERTIFIED FUNDS (AGR will split the checks and write on to each agent)
  - (c) Pet deposit (if applicable) made out to Landlord

### **WHEN YOU REPRESENT THE BUYER/TENANT ON A LEASE**

- Information about Broker Services
- Residential Lease
- MLS Sheet
- Agreement between Brokers for Residential Leases
- Intermediary Relationship Notice (if AGR represents the tenant and landlord)
- Copies of all Checks and Deposits:
  - (a) Half of first months rent made out to AGR from listing Broker  
(if Tenant is splitting the first month rent to each agent then I will need certified funds)

### **WHEN YOU REPRESENT THE BUYER ON A NEW BUILD:**

- Information about Broker Services
- Builder Contract
- Wire Fraud Warning (TAR 2517)
- Documentation Fee (if client is paying the documentation fee)