

TENANT FILE CHECKLIST

OWNER/PROPERTY MANAGEMENT FORMS:

- Owner Information Worksheet (*Select Homes form*)
- Property Management Agreement (*C.A.R. form PMA*)
- Lease Listing Agreement (*C.A.R. form LL*)
- Disclosure Regarding Real Estate Agency Relationship (*C.A.R. form AD*)
- Copy of Welcome Letter & Initial Account Set-up (*Kelly*)

NEW TENANT FORMS:

- Application to Rent/Screening Fee (*C.A.R. form LRA*)
- Rental application verification form or Rental Qualifier
- Residential Lease or Month-to-Month Rental Agreement (*C.A.R. for LR*)
- Policies and Rules Addendum (*C.A.R. form ADM - see Kelly for sample verbiage*)
- Animal Agreement Addendum (*if applicable*) (*C.A.R. form ADM - see Kelly for sample verbiage*)
- Move In/Move Out Inspection (*C.A.R. form MIMO*)
- Lease/Rental Mold and Ventilation Addendum (*C.A.R. form LRM*)
- Water Heater and Smoke Detector Statement of Compliance (*C.A.R. form WHSD*)
- Disclosure Regarding Real Estate Agency Relationship (*C.A.R. form AD*)
- Copy of Tenant Information letter (move-in letter)

For properties built before 1978, federal law required the following:

- Lead-Based Paint and Lead-Based Paint Hazards (*C.A.R. form FLD*)
- "Protect Your Family From Lead in Your Home" pamphlet (from federal EPA)
- Gave to tenant(s) on _____.

TENANT MOVE-OUT FORMS:

- Tenants notice of intent to vacate rental unit
- Copy of Move-out information letter (*Select Homes form*)
- Notice of Right to Inspection Prior to Termination of Tenancy (*C.A.R. form NRI*)
- Tenant's Waiver of Right to Receipts and Invoices (*Select Homes form*)
- Pre-Move Out Inspection Statement (*C.A.R. form PMOI*)
- Security deposit itemization form/letter (*Kelly*)
- Completed Move Out Inspection (*C.A.R. form MIMO*)

Move-Out Date:	
Discard After:	(3 years)



14718 Pipeline Avenue, Suite A
Chino Hills, CA 91709

Tel: 951-377-7733
Fax: 951-346-3192

rentals@select-homes.net

PROPERTY MANAGEMENT INFORMATION

Property Information:		Chase Bank Acct #:	
Address:			
City:	State:	Zip:	
Management Fees:			
Mailing Address:			
City:	State:	Zip:	

Tenant Information:		Move-In Date:	
Name(s):			
Hm Phone:		Wk Phone:	
Cell Phone:		Email:	
Drivers License #:		Car License Plate #:	
Rent: (per month)		Term:	
Security Deposit:		Other Deposit:	
Emergency Contact:			
Name:		Phone:	
Address:			

Owner Information:		
Name(s):		
Address:		
City:	State:	Zip:
Hm Phone:	Wk Phone:	
Cell Phone:	Email:	