



Property Address: \_\_\_\_\_

## Offer to Lease Checklist

- \_\_\_\_\_ Check out file to presenting agent
- \_\_\_\_\_ Print the offer email and attachments
- \_\_\_\_\_ Email co-broke we received offer and attach "Offer to Lease Guidelines"
- \_\_\_\_\_ Leave voicemail on 851 stating property address, name & office of agent who wrote offer, and name of agent on PA duty
- \_\_\_\_\_ If listing **IS** in Realvolve:
  - \_\_\_\_\_ Add note in Realvolve: "Offer received from (agent) with (company). (Presenter) will present offer."
  - \_\_\_\_\_ Only if requested by presenter, email complete copy of offer with co-broke contact information to presenting agent
- \_\_\_\_\_ If listing **IS NOT** in Realvolve:
  - \_\_\_\_\_ Put post it note on MLS sheet in showing book: "Offer received from (agent) with (company). (Presenter) will present offer."
  - \_\_\_\_\_ Only if requested by presenter, scan & email offer, most recent MLS sheet with contact info & contract (as separate attachment) to agent on PA duty

## Presenting Agent

- \_\_\_\_\_ Offer to lease fully signed and completed
- \_\_\_\_\_ Rental/Credit completed by Tenant
- \_\_\_\_\_ Tenant credit report received
- \_\_\_\_\_ Employment verification/recent pay stub from Tenant
- \_\_\_\_\_ Landlord review and approval of all docs above

## Front Desk

- \_\_\_\_\_ Start Transaction in Realvolve
- \_\_\_\_\_ Select appropriate groups (General)
- \_\_\_\_\_ Place file in Closing Manager mailbox