RESIDENTIAL RENTALS
Working with Prospective Tenants

1. CIS (Consumer Information Statement) form must be completed and signed.

2. Send your prospective tenants the NTN (National Tenant Network) Application Link for Tenants found on suburbdocs.com. There they can fill out a credit summary application which costs $35.00 per person payable to NTN online by credit card. After they have completed the application, you need to fill out the NTN form for agents also on the suburbdocs.com and fax or email it to NTN to claim the applicants as your clients. NTN will e-mail the report to you.

3. Fill out the Form of Informed Consent to Dual Agency (tenant) (if applicable).

4. Fill out the N.J. Association of Realtors Standard Form of Residential Lease

5. Lead Paint Addendum must be completed and signed by both the tenant and the landlord

6. “Protect Your Family from Lead” booklet MUST be given to tenant

7. W-9 Form for security deposit must be filled out and provided to the landlord

8. NJ Law Against Discrimination & Federal Fair Housing Laws must be provided to landlord and tenant.

9. Window Guard Notification Form to be signed by both landlord and tenant if applicable.

10. Certification of Registration Form must be filled out by the landlord and provided to the tenant.

11. The commission check is due upon signing of Lease by both parties. **The check should be payable to ERA SUBURB REALTY and must be a bank check or certified check.**

12. The first month’s rent is due upon signing of lease. **This check payable to the landlord must be a bank or certified check.**

13. The security deposit (usually 1 ½ months) is due prior to occupancy and/or delivery of keys to the tenant. **This check payable to the landlord must be a bank check or certified check.**

14. All utilities to be in tenant’s name by date of occupancy

15. If tenant insurance is required, confirm before closing that the tenants have complied.

16. Be sure that the landlord has a Certificate of Compliance from the town. The requirements may vary by town but usually include smoke detectors, carbon monoxide detectors and fire extinguisher compliance.

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