

LEASE APPLICANT TRANSACTION CHECKLIST

COMMAND QUESTIONS FRANK FONSECA frank@kwaustinnw.com	DA QUESTIONS KATY HATTENBACH accounting@kwaustinnw.com	OPPORTUNITY QUESTIONS JEANETTA ROBERTS @jeanetta in Command Notes	ALICE CARON DIRECTOR OF COMPLIANCE alice@kwaustinnw.com (512)638-7400 cell
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Send Listings to COMMAND within 3 days of listing going live.
Send Contracts to COMMAND within 10 days of effective date of contract.

DOCUMENT	INFO	DOCUMENT #	DOC VERSION
<input type="checkbox"/> MLS Print Out (R)	If applicable		
<input type="checkbox"/> Realist Tax Print Out (R)			
<input type="checkbox"/> Info About Brokerage Services (R)		TXR 2501	11/2/15
<input type="checkbox"/> Lease (R)	If available; not apartments	TXR 2001	9/1/19
<input type="checkbox"/> Lease Invoice			
<input type="checkbox"/> Wire Fraud Warning (R)		TXR 2517	2/1/18
<input type="checkbox"/> Lead Based Paint Disclosure (Lease)	if built on or before 1978	TXR 2008	10/14/03
<input type="checkbox"/> Buyer's Representation Agreement		TXR 1501	2/1/18
<input type="checkbox"/> Pet Agreement		TAR 2004	2/1/18
<input type="checkbox"/> Residential Lease Application		TXR 2003	2/1/18
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(R) items are required