



**RESIDENTIAL
LEASE
TRANSACTION
CHECKLIST**

ALL DOCUMENTS TO BE LOADED INTO BROKERSUMO

01

SIGNED/DATED
TENANT/LANDLORD REP
AGREEMENT WITH ANY
PERTAINING ADDENDUMS

02

SIGNED IABS FORM

03

SIGNED/DATED LEASE
APPLICATION WITH
ANY PERTAINING
ADDENDUMS

04

AGREEMENT BETWEEN
BROKERS (IF APPLICABLE)

05

LEASE INVOICE (FOR
APARTMENTS FOR
COMMISSION OWED TO YOU)

06

INVOICE (WHEN COMMISSION
IS OWED TO OTHER
BROKERAGE AGENT)

07

APPLICABLE W9 FORMS

WILL BE NEEDED WHEN TA
MUST PAY ANOTHER
BROKERAGE'S AGENT
COMMISSION

NOTE - OTHER AGENTS
COMMISSION SHOULD BE
ADDED TO THE
DISBURSEMENT

08

FILLED OUT CDA THROUGH
BROKERSUMO

FROM NOW ON: COMMISSION DISBURSEMENT AUTHORIZATION FORM (CDA)