

MGR REAL ESTATE CHECKLIST COMMERCIAL LEASE

[Must be to submitted to Management, by Agent, within 5 days of a signed POL Agreement to Agree]

MGR Agent Information

(1) Name _____ (2) Name _____
 (3) Name _____ Listing Procuring

Client Information

Name _____ Lease Value \$ _____
 Property Address _____

Address
Unit #
City
Zip

File Checklist

	✓	Item	Submitted By	Date	Received By	Date
		1 MGR Flow Sheet & Summary of Lease Statement				
		2 Listing Agreement and/or LoopNet/MLS print out				
		3 Copy of check (monies paid/due upon execution of lease)				
		4 Lease agreement with all addenda and exhibits				
		5 Proposal to Lease				
		6 Counter and/or Response				
		7 Invoice to owner/listing agent				
		8 Copy of commission check				
		9 In-house commission agreement				
		10 Application for lease				
		Other supporting documents:				
		11				
		12				
		13				
		14				

File Approval

Manager's Signature _____ Date _____

