



Rental Check List

These items need to be uploaded to the Star Bay user portal. See tutorial for instructions on uploading.

1. MLS Sheet or other listing site sheet
2. Listing Agreement (if Owner/Landlord is represented by agent)
3. Buyer's Agreement (if Agent is representing the prospective tenant)
4. Lead-based Paint Warning Statement (If residential unit built prior to 1978)
5. Contract to lease
6. Rental Application
7. Any client personal information including copies of driver's license, pay stubs, credit report etc.

(Do not store any client personal information, such as in ssn, driver license etc. on your personal computer or residence.) Associates are prohibited from storing this information according to the DBPR. It must be submitted to Star Bay Realty to store in a locked secure area or to be destroyed if needed)
8. Commission Disbursement Form
9. Executed Lease
10. **Commission:** Tenant typically is to provide 1st month's rent, last month's rent plus security deposit upon signing the lease. Commission can be taken out of this as follows in **4 checks:**
 - a.** 1 check with commission made out to you.
 - b.** 1 check with commission fee based on your plan (\$250 or \$95) to Star Bay Realty. To be mailed to 6721 Guilford Crest Dr Apollo Beach, FL 33572
 - c.** 1 check to listing agent if applicable.
 - d.** Last check will be the balance. This should go to the landlord/owner's escrow account

