

# 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 \_\_\_\_\_

