



2955 E. Sunset Rd. #105
 Las Vegas, Nevada 89120
 (702) 739-8820 * (702) 948-4980 Fax

Rental Transaction Checklist, Cover Sheet & Disbursement

All fully executed documentation is to be submitted for broker approval within 2 business days of execution to avoid possible fines and/or other sanctions. Note: It may take as much as three days for a submitted document to be processed and placed in its transaction file (except for the closing packet). Please plan accordingly.

RCW Associate: _____ Property Address: _____

MANDATORY FORMS (In the following order)

- _____ Rental Transaction Checklist, Cover Sheet & Disbursement
- _____ Duties Owed Form
- _____ RCW Limited Agency Disclosure
- _____ Rental Referral Form
- _____ Tax Report (Tax Star or County Printout)
- _____ MLS Detail "Tear" Sheet/MLS withhold form (ER Status)

Owner Info	Tenant Info	Transaction Info	
Owner's Agent:	Name(s):	List Rent:	List Date:
Brokerage & Contact info:	Contact Info:	Actual Rent:	Rent Date:
Owner Name & Mail Address:	Notes:	Referral:	
Total Referral Income Received:	RCW Office Fee (10%):	Total Due RCW Associate:	

Notes: _____

Broker Approval/Completion _____ Date _____