**CHECKLIST – SELLING TO A TENANT/BUYER UNDER LEASE OPTION**

1. Advertise
2. Review & Qualify Applications
3. Get Deposit
4. Draft Contracts
   1. Lease Option Agreement
   2. Offer to Purchase
   3. Lead-Based Paint Disclosure
   4. Seller’s Disclosure
   5. Other Documents (if State required)
5. Sign Contracts
6. Cancel Advertising
7. Transfer Utilities
8. Verify they have insurance