

LEASE OPTIONS CHECKLIST

1. Order Title Work
2. Check if mortgage is up to date
3. Prepare all documents:
 1. Option Agreement
 2. Memorandum of Option
 3. Affidavit of Liens
 4. Third Party Authorization
 5. Seller's Disclosure
 6. Lead-Based Paint Addendum
 7. Special Clauses (see attached)
4. Get access to the property
5. Start advertising
6. Transfer utilities, insurance
7. Record the Memorandum of Option
8. Set up payments with seller