

## HOW TO CREATE A GREENSHEET FOR RENTALS

After a property is RENTED you need to submit a GREENSHEET and a RENTAL Checklist with all the appropriate paperwork.

The Following is how to create a greensheet & submit paperwork

\*All Font in Red with an Asterisk (\*) is Required

**Are you the listing agent?** (Yes or No)

**Has this listing been entered in the KLWS (Keller Williams Listing System)?**

If answer is No, move on to next step.

Always answer YES if this is your listing unless it's an exclusive. The Lishub system pulls in your listing from GSMLS into KWLS. When you answer YES, you will be directed to KWLS and search for your listing. The less information you enter the easier it is to find. I would suggest just entering your last name.

### GENERAL INFORMATION

**Greensheet Type:** Residential

**Contract Date:** Date Lease was signed

**Close Date:** you can use date lease was signed

#### **Transaction**

Type: Listing Sold (If you have the rental listing) (if it's an exclusive, answer No to above questions, and select this option)

Buyer Sale (If you have the renter)

Both Listing & Sale: If you have Both Sides (Listing and the Renter)

Class: Lease

Property Type: Lease

#### **PROPERTY**

Enter Street #, Street Name, City, State, Zip and County

### PRICE/COMMISSION

**Sale Price:** Entire amount Renter will be paying. It is listed on the lease. For example if they are paying \$2,000 a month for 12 months then sale price would be \$24,000.

**Select Flat:** then you will put the amount of your commission check under Listing or Sale Commission. If you selected Both Listing and Sale (Renter) under General Information, you will enter amount for each side (Listing Commission and Sale Commission) and the total should equal the amount of the check.

**BUYER**

Enter the name of the Renter (if more than one person add all names in same Box

**SELLER:** The landlord/owner of property

**AGENT DETAIL:**

Your name auto populates under Agent A.

**Agent Role:** Always Individual agent unless you are on a team

**Type:** Listing or Buyer Sale (Renter)

**Agency** (Seller (the Landlord), Buyer (the Renter) or Dual (if you or the office has both sides

**Listing or Sales Unit:** Based on your answers above you will enter "1" unit next to Listing if you have Listing, "1" Unit next to Sale if you have Sale. If you have both sides or office has both sides, you will select 1 unit for Listing under Agent A and click magnifying glass under Agent B, search for your name or other agents name and repeat the info. But put the other side (Renter) and put 1 under Sales Unit.

**KW Cares, KW Family Fund & Bold Scholarship**

You must enter something under KW Cares, KW Family Fund and Bold Scholarship. If you are not donating for this transaction then put "0" next to each one.

Scroll to bottom and click "Submit to MCA" then click "Submit Greensheet". If it says "Partially Accepted" you have done everything correctly. If it does not, it will give you the error you need to correct.

If you are using Dotloop you may obtain a checklist there. We also have hard copies in the both the Summit and Short Hills Office and I am attaching one for your convenience.

Once the greensheet is done, fill out the checklist then scan all documents as 1 pdf with the checklist being the first document.

If using dotloop. Make sure you drag checklist to the top of the loop. Check off all documents you will be sending then select Download. This will create a pdf of all documents. Save and email to [contracts@kellerwilliamsnj.com](mailto:contracts@kellerwilliamsnj.com). In the subject line put the address of the property-"your name". You may then submit your check to Joanne and just attach a checklist with the check.

Any questions, please contact me.

Thank you