

State-Owned Housing Rental Agreement Package Checklist

This checklist is an inclusive list of required documents for employees and non-CDFW employees who will be residing in State-Owned Housing. Site Manager completes all required forms and forward to your Regional SOH Coordinator and initial as applicable.

Attach this page as a coversheet to your rental agreement package and Regional SOH Coordinator submit all forms to bmbstateownedproperties@wildlife.ca.gov.

NOTE: *Adult Tenants must sign the Rental Agreement documents, minors are listed but do not need to sign. (See: Section 2 “Authorized Occupants”).*

SECTION 1: Rental Agreements DFW 215A-D

- REQUIRED: Pre-Approval and Residency Designation Form (DFW 1065); *Required for all employees residing in SOH regardless of whether or not residency is a condition of employment.*
- REQUIRED: Rental Agreement (DFW 215A, 215B, 215C, 215D)
215A: *All BU, except 11 for tenants who pay utilities*
215B: *All BU, except 11 for tenants who do not pay utilities*
215C: *BU 11, only for tenants who pay utilities*
215D: *BU 11, only for tenants who do not pay utilities*
- REQUIRED: Attachment “1” – Site Plan of RESIDENCE
- REQUIRED: Exhibit A – Residence Inspection Checklist (DFW 1026)
- Exhibit B – Disclosure of Information on Lead-Based Paint and/or Lead Based Paint Hazards; *Required for all residences built before 1978*.*
 - ☐ Applicable _____ (insert initials)
 - ☐ Not Applicable* _____ (insert initials)
- Exhibit C – Disclosure of Information on Asbestos Containing Materials; *Required for all residences built before 1981*.*
 - ☐ Applicable _____ (insert initials)
 - ☐ Not Applicable* _____ (insert initials)
- Exhibit D – Disclosure of Information on Methamphetamine Contamination; *Required if there is a known contamination in the residence, attach copies of order and notice*.*
 - ☐ Applicable _____ (insert initials)
 - ☐ Not Applicable* _____ (insert initials)
- REQUIRED: Possessory Tax Acknowledgment Form.
- REQUIRED: Smoke Detector & Carbon Monoxide Detectors Disclosure (DFW 1109)
- REQUIRED: State Controller’s Income Reporting & Possessory Interest Tax Reimbursement (DFW 1037)

- Duty Statement: *If occupancy is a condition of employment, attach the duty statement with occupancy required language.*

☐ Applicable _____ (insert initials)
☐ Not Applicable _____ (insert initials)

- Special Circumstances (DFW 633) *Required for Sections 11, 12, 13 and 14 of Rental Agreements, as applicable.*

☐ Applicable _____ (insert initials)
☐ Not Applicable _____ (insert initials)

SECTION 2: Rental Agreement DFW 600A: ***Non-CDFW Employees***

- REQUIRED: Rental Agreement DFW 600A

- REQUIRED: Attachment "1" – Site Plan of RESIDENCE

- Exhibit B – Disclosure of Information on Lead-Based Paint and/or Lead Based Paint Hazards; *Required for all residences built before 1978*.*

☐ Applicable _____ (insert initials)
☐ Not Applicable* _____ (insert initials)

- Exhibit C – Disclosure of Information on Asbestos Containing Materials; *Required for all residences built before 1981*.*

☐ Applicable _____ (insert initials)
☐ Not Applicable* _____ (insert initials)

- **600A ONLY:** Master Grazing Lease *(See section 31 of Rental Agreement). Required if tied to Grazing Lease*.*

☐ Applicable* _____ (insert initials)
☐ Not Applicable _____ (insert initials)

- Special Circumstances (DFW 633) *Required for Sections 11, 12, 13 and 14 of Rental Agreements, as applicable.*

☐ Applicable _____ (insert initials)
☐ Not Applicable _____ (insert initials)

NOTE: Please ensure all documents are signed as applicable, by all parties.