Tenant and Lease Details Worksheet

Use this to put the lease, the tenant history, the deposit and the sale numbers in one place before you sell a Colorado rental. Fill it in from your own records. It uses no assumed dates, prices or percentages.

Property address: _____ Date: _____ Prepared by: _____

	Your figure or answer
A. THE LEASE	
1. Tenant name(s) and contact	
2. Lease start date and end date (fixed-term or month-to-month?)	
3. Current monthly rent and the date it is due	
4. Lease terms on access, showings and notice to the tenant	
5. Any addenda, renewal options or purchase options	
B. THE HISTORY	
6. Months the tenant has lived in the home (12 or more?)	
7. Rent paid the last 12 months; any late payments and dates	
8. Notices served or received (type, date, how served)	
9. Repair requests and responses	
C. THE DEPOSIT	
10. Security deposit amount and where it is held	
11. Deductions you expect, with reasons and records	
12. Plan: transfer to the buyer with notice to the tenant, or return to the tenant	
D. THE PROPERTY AND THE SALE	
13. Property type (single-family, townhome, duplex, triplex, condo unit, 4+ units)	
14. Do you or does the tenant live in the other part of the property? (yes / no)	
15. If you plan a no-fault sale notice: date served and move-out date (at least 90 days later)	
16. Estimated sale price with tenant in place and vacant	
17. Carrying costs per month while waiting (mortgage, insurance, taxes, upkeep)	
18. Questions for a Colorado attorney	

Remember: Colorado law (HB24-1098, effective April 19, 2024) generally requires cause to evict. A sale is a no-fault ground only at the end of the lease term, with at least 90 days of written notice, for single-family homes, townhomes, duplexes, triplexes and individual condo units. Exceptions apply. A sale does not cancel the lease.

General information only, not legal advice. Laws change and depend on your lease and property. Confirm everything with a Colorado attorney before serving any notice.

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