



## Brokerage Fee & Condition Disclosure

1. You have requested our assistance in finding housing accommodations for rent. In consideration of these services, unless otherwise specified, **you will be expected to pay the fees following;**

- **THE AMOUNT OF ONE MONTH'S RENT\***
- **NON-REFUNDABLE APPLICATION FEES (per applicant and/or cosigner)**

These fees will be due and payable to JP Rentals and Sales LLC upon submission of any and all rental application(s). **The one month's fee\* will only be refunded if applications are submitted, presented and rejected** by the prospective landlord (property owner) and/or their designated representative, if extenuating circumstances deem unit inhabitable, and/or the prospective landlord and tenant cannot agree to lease terms and mutually decide not to move forward. **Application and cosigner fees are one time only.**

This form is being provided in accordance with regulations adopted by the Massachusetts Board of Registration of Real Estate Brokers and Salesman.

2. Use of our services will require **one-month's amount brokerage fee**, due from applicant(s) in full, *unless specified otherwise.*

3. JP Rentals and Sales LLC is not responsible, nor will not be held liable for acceptance or rejection of rental applications. All decisions regarding are sole responsibility of the prospective landlord (property owner) and/or their designated representative.

4. By signing this document, **applicant(s) give JP Rentals and Sales LLC consent to verify and obtain Landlord References, consumer credit report(s) and criminal history report(s).**

5. **All parties acknowledge JP Rentals and Sales LLC** does not engage in activities that constitute the unauthorized practice of law, nor will provide legal advice.

6. Unless stated otherwise, **JP Rentals and Sales LLC does not professionally manage any of the listings advertised.** All units are managed and maintained by individual landlords and property owners, and JP Rentals and Sales LLC will not be held responsible for any prospective unit's maintenance, care and/or condition prior to, upon or after move-in.

DATE: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT NAME (PRINT)

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
BROKER / SALESPERSON'S SIGNATURE

\_\_\_\_\_  
BROKER / SALESPERSON LICENSE NUMBER

\_\_\_\_\_ (To be checked by broker or salesperson). *Prospective tenant named above refused to sign this form.*



**JP**  
RENTALS & SALES  
**Rental Application**  
*subject to owner's approval*

<b>Personal Information:</b>		DOB: _____	Date: _____
Name of Applicant	Email Address	Cell Phone #	
Current Address	(City, State, Zip)	Social Security # <i>(absolutely required)</i>	
Emergency Contact	Email Address:	Cell Phone #	

<b>Landlord History:</b>			
Current Landlord	Email (preferred)	Phone #	Occupancy Dates: <i>(From – To)</i>
Previous Landlord	Email (preferred)	Phone #	Occupancy Dates: <i>(From – To)</i>
Previous Address	(City, State, Zip)		

<b>Professional Information:</b>	Verification Type(s) <i>(choose included):</i>	Recent Paystubs <input type="checkbox"/>	Employment Letter <input type="checkbox"/>	Tax Documentation <input type="checkbox"/>
Current Employer	Address	Manager	Email / Phone #	
Occupation	Type of Business	Yearly Salary	Length of Employment	

<b>Student Information:</b> <i>(if applicable)</i>	Guarantor Required: <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	Off-Campus Housing Awards Attached <i>(optional)</i> : <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
School/University	Address	Registrar Contact Info
Guarantor Name	Email	Phone #

**Apartment Rental Information:**

Apartment Address:	Unit #:	City/State/Zip:
Entire Rent Amount:	Lease Term <i>(months)</i> :	From <i>(Date)</i> : To <i>(Date)</i> :
Total # Pets <i>(attach pictures)</i> :	Pet Breed(s):	Size/Weight:
Names of Co-Tenants: <i>(occupancy limited to named tenants ONLY)</i>		
ARE YOU A CONVICTED FELON? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, details requested)		

Payment Type:	Amount:	Due:
Finders' Fee (disclosure)		Submission or Lease Execution (where applicable for Landlord)
Application Fee (\$40.00)		Application Submission (per person)
Cosigner Fee (\$40.00)		Application Submission (when applicable)
First Month's Rent		Submission or Lease Execution (where applicable for Landlord)
Last Month's Rent		Lease Signing (when applicable)
Security Deposit		Lease Signing (when applicable)

Pursuant to Massachusetts Law, inquiries concerning race, religion, national origin, sex, sexual orientation, age (except if a minor), ancestry, marital status, veteran, armed force employment and/or handicap status will not be made of any Applicant(s) whatsoever. Agency does not engage in activities that constitute the unauthorized practice of law, nor will provide legal advice. Applicant(s) acknowledge Jamaica Plain Rentals and Sales LLC is a real estate agency, does not professionally manage any properties and Agents are independent contractors licensed by the state. Applicants give Agency consent to verify and obtain Landlord References, consumer credit report(s) and criminal history report(s). Agents are not authorized to accept or reject applicants on Landlords' behalf. Jamaica Plain Rentals and Sales LLC is neither responsible nor liable for Landlord decisions or actions made prior to, during and/or after transaction is complete. Agency does not collect monthly rent payments – deposits due to Landlord are transferred appropriately with signed contracts. Upon contract execution and key receipt, transaction between Agency, Landlord and Tenant has been completed and Jamaica Plain Rentals and Sales LLC will no longer be involved. Agency is not responsible for authorization of subletting or finding prospective roommate(s). Agency charges a Finders' Fee for apartment rental services or a Contract Fee for contract writing services, non-refundable if Applications are 'Accepted' but refundable if 'Rejected'. Agency charges non-refundable fees for processing applications. Undersigned acknowledges these terms and warrants all statements represented herein are true.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Processor: \_\_\_\_\_