



## BROKERAGE FEE & CONDITION DISCLOSURE

1. **You have obtained assistance from our Brokerage in finding housing accommodations for rent.** In consideration of using our services a **non-refundable Brokerage Fee in an amount up to One Month's Rent** will be charged. Amount of this Brokerage Fee may vary based on the listing applied for.
2. When submitting application(s) for an apartment, you will be expected to pay the following costs;
  - **THE AMOUNT OF ONE MONTH'S RENT** as commitment to move forward with the apartment. This cost will be applied as First Month's Rent or as the Brokerage Fee (see 3.).
  - **\$40.00 APPLICATION FEES**, per applicant and per cosigner.  
These are charged one time only (per listing year) and non-refundable.
3. **Application(s) will be processed immediately when submitted and the One Month's Fee will become non-refundable.** This will be refunded if your application is rejected by the Property Owner, if extenuating circumstances deem the unit uninhabitable and/or both Owner and Tenant cannot agree to Lease Terms and both parties mutually do not move forward.
4. **Jamaica Plain Rentals & Sales, INC. does not professionally manage listings advertised.** We are not responsible nor will be held liable for the care, condition or maintenance of any Property prior-to, during or after Tenancy.
5. **Jamaica Plain Rentals & Sales, INC. does not accept or reject any rental application(s)** on anyone's behalf. Decisions regarding acceptance or rejection of applicant(s) for tenancy are sole responsibility of the Property Owner.
6. **All parties acknowledge JP Rentals and Sales, INC** does not engage in activities that constitute the unauthorized practice of law, nor will Agency provide legal advice.
7. By signing this document, **applicant(s) give JP Rentals and Sales, INC. consent to verify and obtain Landlord References, Consumer Credit Report(s), Eviction History Reports and/or Criminal History Report(s).**
8. This form is being provided in accordance with regulations adopted by the Massachusetts Board of Registration of Real Estate Brokers and Salesman.

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

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AGENT/BROKER NAME (PRINT)

\_\_\_\_\_  
AGENT/BROKER SIGNATURE

\_\_\_\_\_  
LICENSE #

*Applicant Named Above refused to sign this form.*

# APARTMENT 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 #	
Guarantor (if applicable) and Relationship	Email Address	Cell Phone #	
<b>NOTE: APPLICATION(S) APPROVAL AND LEASE SIGNING WILL BE SUBJECT TO RECEIPT OF ALL ORIGINAL, NOTARIZED COPIES OF COSIGNER FORM(S). LANDLORD MAY REJECT TENANCY AND RE-LIST THE APARTMENT IF NOT PROVIDED.</b>			
<b>Landlord History:</b> <i>(if not applicable please provide details)</i>			
<b>Current Reference</b>	Email (preferred)	Phone #	Occupancy: <i>(From – Now)</i>
<b>Previous Reference</b>	Email (preferred)	Phone #	Occupancy: <i>(From – To)</i>
Previous Address	City	State	Zip
<b>Employer / Source of Income:</b>	Applicable Verification Type:	<b>2 Recent Paystubs</b> <input type="checkbox"/>	<b>Acceptance Letter</b> <input type="checkbox"/> <b>Tax Documentation</b> <input type="checkbox"/>
<b>DURING TENANCY</b>	Address / Location	Manager	Email / Phone #
Occupation	Type of Business	Yearly Salary	Length of Employment
<b>PRIOR OR CURRENT</b>	Address / Location	Manager	Email / Phone #
Occupation	Type of Business	Yearly Salary	Length of Employment
<b>Student Information:</b> <i>(if applicable):</i>	<b>Undergraduate</b> <input type="checkbox"/> <b>Graduate</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	Length of Program	Major	Graduation Year

**Apartment Application Information:**

<b>Address</b>	<b>Unit #</b>	<b>City</b>	<b>State / Zip</b>
<b>Occupancy: FROM (Date) - TO (date).</b>		<b>Lease Term (months)</b>	
<b># of Pets</b>	<b>Pet Breed(s)</b>	<b>Size/Weight</b>	
<b>Co- Tenants (occupancy limited to named tenants ONLY)</b>			
ARE YOU A CONVICTED FELON? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (If yes, provide details)			

Payment Type:	Amount:	Due Upon:
Finders' Fee (Disclosure)		Application or Lease Signing (when applicable for Landlord)
Application Fee <b>(\$40.00)</b>		Application (per person)
Cosigner Fee <b>(\$40.00)</b>		Application (when necessary)
First Month's Rent		Application or Lease Signing (when applicable for Landlord)
Last Month's Rent		Lease Signing (when applicable)
Security Deposit		Lease Signing (when applicable)
Other (Move-In / Lock Change)		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. Applicant(s) acknowledge Jamaica Plain Rentals and Sales LLC is a real estate agency, does not professionally manage listings advertised and Agents are independent contractors licensed by the state. Applicants give Agency consent to verify and obtain Landlord References, consumer credit report(s), eviction history 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 – only move-in costs due with lease signing. Upon contract execution and key receipt, transaction between Agency, Landlord and Tenant is complete and Jamaica Plain Rentals and Sales LLC will no longer be involved. Agency does not authorize subletting and will not be responsible to find prospective roommate(s). Agency charges a Finders' Fee, non-refundable if Applications are 'Accepted' but refundable if 'Rejected'. Undersigned warrants all statements represented herein are true.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **BROKER / AGENT:** \_\_\_\_\_