

Copley Real Estate
209 Newbury Street || 617.266.3691

Name(s): _____ Cell Phone #: _____
_____ Work Phone #: _____
_____ Home Phone #: _____

E-Mail Address: _____

Current Address: _____

Move-In Date: _____ Apartment Size (# of Bedrooms): _____

Rent/Price Range – From: _____ To: _____

Location/Area: _____ Do You Have Any Pets? _____ Type: _____

Type of Building Desired (*please check one*):

- Classic Brownstone Modern High-Rise Does Not Matter

Must Have (*please check all that apply*):

- Wood Floors Laundry Other (specify below): _____
 Carpeting Parking _____
 Fireplace Elevator _____

Is a Garden Level Apartment okay (*please check one*):

- Yes No

Apartments You Have Already Seen: _____

Too Many to List (*please check here if applicable*): _____

How Did You Hear About Us (*please check one*):

- Walk-In Copley Real Estate's Website
 Boston.com Referral (specify): _____
 CraigsList.com Other (specify): _____
 BostonApartments.com

Fee Disclosure and Agreement:

Copley Real Estate (Copley) provides service to an apartment finder. I have requested the company's assistance in finding housing accommodations for rent. In consideration for these services, I will be expected to pay Copley a fee, equivalent to one month's rent. Once I have completed a rental application and have left a deposit on an apartment that Copley has shown me for approval and/or acceptance by the landlord, **I am obligated to pay the abovementioned fee.** This holds true, regardless of whether I sign the lease or take possession of the premises. Moreover, this fee has been earned by the company if I take the apartment offered or a similar apartment in the same complex to which Copley had introduced me, regardless of the company's further knowledge, assistance, or service. I understand that this fee is for the service and a tenancy need not be created. **The only circumstance under which the fee is refunded is if I am rejected for tenancy by the landlord. Copley's fee is not refundable if I change my mind.**

Applicant Signature: _____ Date: _____