

INSIGHT

BROKERAGE FEE & GENERAL DISCLOSURE

1. **You have obtained assistance from our Brokerage in finding housing accommodations for rent.** In consideration of using our services a **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. **Fee should be paid upon acceptance of an application.** Once a property owner has decided to move forward with an application, applicants must arrange payment of brokerage fee.
3. **Brokerage Fee Is non-refundable once a lease Is executed by all parties.** The brokerage fee will be refunded to applicants that are declined by property owner of unit applied for. Any false or misleading Information will result In the Brokerage Fee being non-refundable. Applicants are required to make truthful and accurate statements throughout the application process
4. **Insight Realty Group, 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. **Insight Realty Group, 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 Insight Realty Group, INC.** does not engage in activities that constitute the unauthorized practice of law and does not provide legal advice.
7. By signing this document, **applicant(s) give Insight Realty Group, INC. consent to verify and obtain Landlord Reference(s), Personal References, Employment Reference(s), 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.*

Personal Information:

 Are you 18 or older? **Yes** ☐ **No** ☐ Today's Date: _____

Name of Applicant		Email Address	Cell Phone #	CALL AGENT IF NEEDED Social Security #:
Current Home Address		City	State	Zip
Emergency Contact		Email Address	Cell Phone #	Other (optional)
Cosigner (if applicable) and Relationship		Email Address	Cell Phone #	Other (optional)

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.**

Landlord History: (if not applicable please provide details on living situation)

Current Landlord	Email (preferred)	Phone #	Occupancy Dates: (From – Now)
Previous Landlord	Email (preferred)	Phone #:	Occupancy Dates: (From – To)
Previous Home Address		City	State Zip

Employer / Source of Income:

 Verification Type(s): **Last 2 Paystubs** ☐ **Salary Letter** ☐ **Tax Document** ☐ **Account Statement(s)** ☐ **Other** ☐
DURING TENANCY

Address / Location	Manager	Email/Phone#
Occupation	Type of Business	Yearly Salary Employed: (From – Now)

PRIOR, CURRENT OR OTHER

Address / Location	Manager	Email / Phone
Occupation	Type of Business	Yearly Salary Employed: (From – To)

Student Information: (if applicable)

Undergraduate ☐ **Graduate** ☐ Off-Campus Housing Awards (optional): **Yes** ☐ **No** ☐

School/University	Length of Program	Major	Graduation Year
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Apartment Application Information:

Address:	Unit #:	City:	State:	Zip:
Apartment Rent Amount:	Lease Starts: - Lease Ends:	Total Months:		
Animal Breeds:	Sizes / Weights:	Total Animals:		

Co- Tenants (occupancy limited to listed named tenants above ONLY)

Payment Type:	Amount:	Due Upon:
Brokerage Fee (see Disclosure)	\$	Application or Lease Signing (when applicable for Landlord)
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)

 ARE YOU A CONVICTED FELON? **Yes** ☐ **No** ☐ (If yes, please provide details)

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 Insight Realty Group, INC. 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. Insight Realty Group, INC. 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 Insight Realty Group, INC. will no longer be involved. Agency does not authorize subletting and will not be responsible to find prospective roommate(s). Agency charges a Brokerage Fee, non-refundable if Applications are 'Accepted' but refundable if 'Rejected'. Undersigned warrants all statements represented herein are true.

APPLICANT'S SIGNATURE: _____ DATE: _____ Rental Agent: _____