



Thank you for applying for an apartment with Centre Realty Group!

Attached is an application package, which is to be filled out by each applicant over 18 years old. Enclosed in this package is:

- Application
- Broker Fee Disclosure
- Fair Housing Policy

The attached documents have been generated through Dotloop, a secure website for real estate paperwork. These documents can be completed, electronically signed, and returned to your agent via Dotloop. Federal and state laws provide that electronic signatures - like those used by Dotloop - are uniformly enforceable to the same extent as traditional written signatures. You will be prompted on where to fill out and sign each document, and if the documents are incomplete, it will not allow you to send them back until they have been fully executed.

With this application Centre Realty Group collects a non-refundable \$20 application per applicant. Also, we collect a rental brokerage fee for services rendered to you in securing and creating a tenancy. The rental brokerage fee equals one month of rent, and this fee may come from either the Lessor or the Lessee, or a combination of both. This will be disclosed to both parties prior to the lease paperwork being signed. The rental brokerage fee is non-refundable once the lease has been signed by both the Lessee and the Lessor.

If you have any questions, or concerns, please feel free to contact Management@centrerealtygroup.com

Thank you,

The Centre Realty Group Management Team



Disclosures to Prospective Tenants

Thank you for choosing Centre Realty Group to assist with your rental search. All real estate offices/agents are required by state regulation to provide a fee disclosure form to prospective tenants.

In consideration of our services, you agree to pay a broker's fee equal to one month's rent for any property introduced to you by an agent of Centre Realty Group, unless otherwise stated in writing. The broker's fee is paid in escrow to Centre Realty Group at the time you submit your application for the apartment you choose. The broker's fee is released to Centre Realty Group once the application is accepted by the landlord and a Lease or a Tenancy At Will Agreement has been signed. If your application(s) is denied or the landlord cannot provide the apartment after acceptance, your brokerage fee will be refunded.

Any prospective tenant shown an apartment by Centre Realty Group and rented through another source (including, but not limited to, another broker, management company, or property owner) is still obligated to pay Centre Realty Group a one month brokerage fee. Applicant(s) understand that if he/she is involved in any group that rents an apartment seen through Centre Realty Group, he/she is responsible jointly and severally with all other Applicants for payment to Centre Realty Group of a broker's fee equal to one month rent. In addition, all Applicants are responsible for any attorney's fees and/or court costs due to uncollected fees.

To cover the costs of the application process, you agree to pay to Centre Realty Group a **\$20 non-refundable Application/Processing Fee** per applicant and/or guarantor, which is payable when an application to rent a particular housing accommodation is submitted.

The undersigned authorizes Centre Realty Group to collect and disseminate all information necessary to secure a tenancy including but not limited to landlord references, credit history, and employment.

You acknowledge that you have read and received a copy of our **Fair Housing Policy**.

Signature of Broker or Sales Person

License Number

Print & Sign- Prospective Tenants Date

(To be checked by broker or salesperson if applicable). The prospective tenant named above refused to sign this form.



Rental Application

(Subject to Owners Approval)

Date: _____ Initial: _____
(if over 18 years of age)

Name of Applicant _____ Cell Phone _____ Email _____ Social Security Number _____

Present Address _____ City _____ State _____ Zip Code _____ Dates of Current Occupancy From/To _____

Landlord Name _____ Landlord Phone # _____ Landlord E-mail _____

Former Address _____ City _____ State _____ Zip Code _____ Dates of Occupancy From - To _____

Former Landlord Name _____ Former Landlord Phone # _____ Former Landlord E-mail _____

Current Employer _____ Current Position _____ Length of Employment _____ Current Salary _____

Company Address _____ Company Phone# _____ Manager's Email _____

Former Employer _____ Former Employer Address _____ Former Employer Phone# _____ Length of Employment _____

Other Source of Income _____ Convicted Felon? Yes No
if "Yes" Please submit detail of conviction(s)

Emergency Contact _____ Complete Address _____ Phone# _____ Email _____

Names of All Co-tenants (each adult must fill out a separate application)

Total Number of Occupants _____ Number of Adults _____ Number / Type of Pets _____ Parking / Cars _____

Names & Ages of Minor Children

To Be Completed by Agent

Property Address _____ City _____ State _____ Zip Code _____

Occupancy Date From _____ To _____ Base Rent: _____ Security Deposit: _____ Key Deposit: _____

Last Months Rent: Yes No Application Fee: _____ Agency Fee: _____

I Understand and certify that the information given herein is for the confidential use of the landlord and is declared to be factual and true. Landlord reserves the right to reject or evict any applicant because of any such misrepresentation. I also certify that I am of legal age to execute a lease contract. I also hereby authorize the landlord / agency and/ or any consumer or credit reporting agency or bureau employed by it to conduct a consumer credit inquiry in connection with this application. Deposit is to be applied as shown, or applied to actual damages sustained by the owner, except it is to be refunded if said application is not accepted by the owner.

Applicant Signature

Landlord / Agency does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age (except if minor), familial status or handicap.

Renting Agent



Fair Housing Policy

Discrimination is strictly prohibited

Centre Realty Group provides equal housing opportunities to all prospective tenants. Under state and federal law, it is illegal to discriminate on the basis of:

- Race
- Color
- Religion
- Nation origin
- Sex
- Age
- Marital status
- Disability
- Sexual orientation
- Familial status
- Receipt of public assistance
- Possible of existence of lead paint
- Military or veteran status

Centre Realty Group's agents and employees may not refuse to rent or show an apartment based on any of the factors listed above. In addition, Centre Realty Group will not alter the terms, condition, or privileges of a housing unit based on any of those factors.

Harassment is strictly prohibited

Centre Realty Group's agents and employees, are prohibited from harassing anyone because of race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, familial status, military/veteran status or because he or she is a recipients of public assistant. "Harassment" includes behavior, writings, or language that creates a hostile or offensive housing environment for residents or visitors.

Retaliation is strictly prohibited

It is further the policy of Centre Realty Group and its agents and employees, not to retaliate or threaten to retaliate against any individual for making a complaint, participating in an investigation or other proceeding involving a claim of discrimination or harassment, or for aiding or encouraging another individual to file, commence, or proceed with such complaint.

Reasonable accommodation

Centre Realty Group promotes and encourages the participation of people with disabilities to the fullest extent possible in all of its programs, services, and activities. It is Centre Realty Groups policy to provide "reasonable accommodations" to all prospective and current tenants with disabilities who request them.

Any prospective or current tenant who believes that this policy has been violated may contact any of the following:

- Massachusetts attorney general, civil rights division 617 -727-2200
- Massachusetts commission against discrimination 617-994-6000
- U.S department of housing and urban development 1-800-669-9777