

# Apartment Listing Form for Realtors



*There is a \$20 listing fee for all Realtor listings. Listings remain listed for 30 days. At the end of 30 days, if you wish to renew your listing(s), you may do so by submitting an additional fee.*

## Off-Campus Services Office

### Realtor Information

Contact Name First \_\_\_\_\_ Last \_\_\_\_\_

#### Phone

Daytime (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Evening (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

#### Mailing Address (will not appear in listing)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Main Campus

775 Commonwealth Avenue

Room B01

Boston, MA 02215

Phone 617-353-3523

FAX 617-353-5254

Email oocs@bu.edu

www.bu.edu/orientation

### Apartment Information

Available Date \_\_\_\_\_ Rent \_\_\_\_\_ Finder's Fee \_\_\_\_\_ (enter \$0 for none)

City/Area \_\_\_\_\_ Address \_\_\_\_\_

Includes  Heat  Electricity  Gas  Air Conditioning

Parking  Street/Open  Street/Residential  Off-Street/Free  Off-Street/Paid

### Apartment Information

- Studio
- One Bedroom
- Two Bedrooms
- Three or more Bedrooms  
(Total # \_\_\_\_\_)

- Living Room
- Dining Room
- Kitchen
- Other \_\_\_\_\_

Sublet  Yes  No

From \_\_\_\_\_

To \_\_\_\_\_

### Tenant Preference

Check all that apply

- Undergraduate students
- Graduate-Main Campus
- Graduate-Medical Campus
- Faculty/Staff
- Non-Smoker

### Travel Time to Main Campus

Walking \_\_\_\_\_ minutes

\_\_\_\_\_ minutes

Driving \_\_\_\_\_ minutes

### Travel Time to Medical Campus

Walking \_\_\_\_\_ minutes

\_\_\_\_\_ minutes

Driving \_\_\_\_\_ minutes

### Other Information

- Laundry in Building
- Pets Allowed
- Handicap Accessible

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By submitting this form, I understand that if this vacancy should fill before the 30-day listing period has expired, I must notify the Off-Campus Services Office by phone to remove this listing. Failure to do so may result in loss of listing privileges.

My agency and I subscribe to the ethical practices of the Massachusetts Association of REALTORS and the Massachusetts Office of Consumer Affairs and Business Regulation and agree to uphold these standards.