Apartment Listing Form for Realtors

There is a $50 listing fee for all Realtors. Listings remain posted 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.

Realtor Information
Contact Name:  First __________________________ Last __________________________
Phone: __________________________ Mailing Address: (will not appear in listing)
Daytime (______) ______ - ________
Evening (______) ______ - ________
Email __________________________ Zip Code __________

Apartment Information
Available Date _______________ Rent _______________ Finder’s Fee _______________ (enter $0 for none)
City/Area __________________________________________ Address __________________________________________
Includes  □ Heat  □ Hot Water  □ Electricity  □ Gas  □ Air Conditioning
Parking  □ Street/Open  □ Street/Residential  □ Off-Street/Free  □ Off-Street/Paid

Tenant Preference
(Check all that apply)
□ Undergraduate Students
□ Graduate - Main Campus
□ Graduate - Medical Campus
□ Faculty/Staff
□ Non-Smoker

Other Information
□ Laundry in Building
□ Pets Allowed
□ Handicap Accessible

Travel Time to Charles River Campus
Walking ________ minutes
Driving ________ minutes

Travel Time to Medical Campus
Walking ________ minutes
Driving ________ minutes

Comments _____________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

By submitting this form, I understand that if this vacancy should fill before the 30-day listing period has expired, I must notify Off-Campus Services 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.