

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*): \_\_\_\_\_

***Fee Disclosure and Agreement:***  
Copley Real Estate (Copley) provides service to an apartment finder. I have requested their assistance in finding housing accommodations for rent. In consideration for these services, I will be expected to pay them a fee. Their fee is equivalent to one month's rent. This fee is my obligation. Their fee is due once I have completed a rental application and left a deposit on an apartment, Copley Real Estate will have fulfilled their part of this agreement and the fee will be due. Their fee is earned and due upon approval/acceptance of my application by the landlord and regardless of whether I sign leases or not, whether I take possession of premises or not. I understand that their fee is for a service and a tenancy need not be created. Their fee is earned if I take the apartment offered or a similar apartment in the same complex that Copley Real Estate introduced me to with or without their further knowledge, assistance or service. **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: \_\_\_\_\_