



MAR SAMPLE NOTICE TO PROSPECTIVE TENANTS

STEPS FOR ALL OFFICE PRINCIPALS THAT DO NOT CURRENTLY HAVE A FEE DISCLOSURE FORM THAT COMPLIES WITH 254 CMR 7.00(1):

- 1) REVIEW THE FORM BELOW AND FILL IN BLANKS. SEE FOOTNOTES FOR HELP.**

- 2) INSTRUCT ALL SALESPEOPLE TO USE THIS FORM OR ONE THAT YOU OR YOUR COUNSEL MAY DRAFT THAT MEETS THE REQUIREMENTS OF THE NEW REGULATION (THE TEXT OF THE NEW REGULATION IS ON THE FOLLOWING PAGE). THE REGULATION DOES NOT SPECIFY ANY SPECIFIC LANGUAGE OR FORMAT FOR THE DISCLOSURE FORM.**

- 3) A FEE DISCLOSURE FORM MUST BE GIVEN TO ALL PROSPECTIVE TENANTS AT THE FIRST PERSONAL MEETING BETWEEN THE AGENT AND THE PROSPECTIVE TENANT.**

- 4) RETAIN A SIGNED COPY OF THE FORM IN YOUR FILES FOR AT LEAST THREE YEARS FROM THE DATE IT WAS PROVIDED TO THE PROSPECTIVE TENANT.**

***NOTE: THIS FORM HAS BEEN DRAFTED BY MAR'S LEGAL DEPARTMENT TO MEET THE REQUIREMENTS OF 254 CMR 7.00(1).**

REALTOR PRINCIPALS WITH QUESTIONS SHOULD CALL MAR'S LEGAL HOTLINE @ 1-800-370-5342.

SAMPLE

FEE DISCLOSURE TO ALL PROSPECTIVE TENANTS

The purpose of this notice is to inform prospective tenants of this office's policy regarding the payment of a fee for assistance in finding a house or apartment to rent. All real estate agents are required by state regulation to provide prospective tenants with a fee disclosure form. We ask that prospective tenants review the following information and sign below.

TERMS AND CONDITIONS

1. FEE FOR SERVICE: This office charges a fee for assisting you in finding a house or apartment to rent. The amount of the fee is

2. TIME/MANNER OF PAYMENT: You are required to pay this fee when

3. FEE IF A TENANCY IS NOT CREATED: If a tenancy is not created, it is the policy of this office to

I (we), the prospective tenant(s) hereby agrees to the terms and conditions listed above.

Name of Prospective Tenant(print)

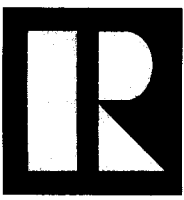
Signature of Agent

Signature of Prospective Tenant

R.E. License Number of Agent

____/____/____
DATE

**Note to Real Estate Agent: If prospective tenant refuses to complete this form, check here _____ and print prospective tenant's name _____*



**MASSACHUSETTS
ASSOCIATION
OF REALTORS®**

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**INSTRUCTIONS FOR COMPLETING SAMPLE APT. FEE
DISCLOSURE FORM**

FOOTNOTE 1: FEE FOR SERVICE: Insert the amount of your office's fee here.

FOOTNOTE 2: TIME/MANNER OF PAYMENT: Insert your office's policy regarding the time and manner in which the fee shall be paid by the prospective tenant here. For example, if it is your office's policy that the fee is due when an application is submitted for a particular house or apartment, you may insert *"you submit an application for a particular house or apartment"* here.

FOOTNOTE 3: FEE(IF ANY) IF A TENANCY IS NOT CREATED: Insert the conditions, if any, under which a prospective tenant is required to pay a fee if a tenancy is not created. If it is your office's policy that there are conditions under which a prospective tenant will be required to pay a fee in the absence of a tenancy, such as when an application is accepted by a landlord and the tenant refuses to sign a lease, they should be listed here.