



Newbury Associates
 21 Drydock Ave, Boston, MA 02210
 Commercial Real Estate Services
 Brokerage • Investments • Development • Leasing
 Leasing 617.595.7650

Approved Y N

By: _____

Date: _____

Apartment Waitlist Reservation Form

Today's Date: _____ Leasing Representative: _____

1. Apartment Information

Move-in Date: _____ Price Range: _____

Property Name: _____

Property Address: _____

Bedrooms: Studio 1 2 3

Requested Floorplans /Features | Ranked Lease Start Dates

1. _____ | 1. _____
 2. _____ | 2. _____
 3. _____ | 3. _____

2. Deposits/Fees _____

a. Reservation _____

[Refundable or applied to Move in Funds]

b. Application Process. Fee _____

[\$75 per applicant – non refundable]

c. Wait List Fee _____

[\$100 per unit – non refundable]

TOTAL _____

Received? Y N

3. Applicant Information

	Applicant Name	Phone Number	Email Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

All applications attached? Y N

4. Broker Information [office use only]

Applicant(s) represented by a real estate broker? Y N

Broker Name & Company Name	Phone Number	Email Address
_____	_____	_____

Landlord offering broker a fee? Y N Amount/Percent: _____ Newbury Assoc. Staff Initials: _____

I/We the applicant(s) and above listed broker (if applicable), both jointly and severally acknowledge that I/we have reviewed the above information for accuracy and furthermore have read, understood, and agree to the terms and conditions listed on the reverse side of this form. I/We acknowledge that failure to adhere to the terms and conditions listed herein may result in loss of deposit and/or failure to secure an apartment unit.

Applicant #1 Signature: _____

Applicant #1 Signature: _____

Applicant #1 Signature: _____

Applicant #1 Signature: _____

Broker Signature: _____