

# Massachusetts Upfront Charges and Broker Fee Compliance Checklist

## Allowed Upfront Payments

- Charge only these four items:
    - First month's rent
    - Last month's rent
    - Security deposit (maximum equal to one month's rent)
    - Lock or key replacement cost
  - Make sure the security deposit does not exceed one month's rent
  - Do not create new types of charges outside this list
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## No Hidden or Extra Charges

- Do not add admin, processing, or move in fees
  - Do not bundle extra charges inside rent or deposits
  - Do not rename illegal charges to make them look valid
  - Clearly show each charge before payment
  - Keep all charges simple and transparent
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## Broker Fee Rules

- Confirm who hired the broker before charging any fee
  - Charge the broker fee only to the person who hired the broker
  - Do not force tenants to pay a broker they did not hire
  - Do not make broker fees a condition to sign the lease
  - Do not hide broker fees under other names
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## Payment Documentation

- Provide a signed receipt for each payment
- Include amount, date, and purpose of payment

- Include landlord and tenant names
  - Mention who received the payment if not the landlord
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### **Lease and Communication Clarity**

- List all allowed charges clearly in the lease
  - Explain each payment before signing
  - Avoid unclear or vague fee terms
  - Keep written proof of all charges
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### **Legal Compliance Check**

- Review state rules before adding any charge
  - Remove any charge that breaks the law
  - Update lease terms based on new rules
  - Fix any violation quickly
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### **Risk Prevention**

- Avoid misleading or unfair practices
- Keep records of all payments
- Stay consistent across all tenants
- Train staff or agents on these rules