



Application Checklist

STEP 1: The items on this check list must be completed **BEFORE** the application is accepted.

- Application must be filled out completely (we will check rental history and credit history).
- Full Security Deposit for the property.
- Once the application is accepted, the security deposit will NOT be refunded.

STEP 2: The items on this check list must be completed **BEFORE** keys will be given.

- Signed lease agreement.
- Insurance Coverage for the term of the lease.
- Guarantee of Rents if you are a full-time student or need a cosigner.
- Utilities turned on in the tenant's name
- Signed lead-based paint guide and signed form.

Below are some helpful hints/numbers to make your application process go as smooth as possible.

1. Utility Companies:

Duke Energy – 1.800.777.9898

City Water – 336.373.2344

Piedmont Nat. Gas – 1.800.752.7504

2. Insurance Information:

Feel free to contact any insurance company to retain renter's insurance. We require a copy of your proof of insurance for your folder (they will fax us a copy). You will NOT receive keys to your property until we have a copy of your insurance. If student is covered under parents homeowners policy we need a letter from the insurance company stating they are insured. Insurance needs to be:

- \$300,000 in Liability
- Have Chaney Properties, LLC listed as Additional Insured
- Whatever amount you need for your OWN personal belongings

3. Guarantee of Rents:

The form must be filled out by your guarantee (parent or guardian) and by a notary and notarized.

4. Chaney Properties Contact Information:

Office Hours: April-August Monday through Friday from 9-5 pm. September – March 9-4 pm

Address: 408 Blandwood Ave. Greensboro, NC 27401

Phone Number: 336.273.1914 ~ 24 hrs and emergency line

Fax Number: 336.271.4371

Website: www.chaneyproperties.com all forms are located on the website and can be downloaded.

Email: chaneyproperties@bellsouth.net

Tenant

Phone: _____

Email: _____

Chaney Properties