



Application Checklist

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

- Application must be filled out completely and submitted with a \$25 non-refundable application fee.
- Full Security Deposit for the property should be submitted separately from the application fee. **No cash is accepted.**
- 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

**Please consider equal payment plans for your utilities.*

2. Insurance Information:

Feel free to contact any insurance company to retain renter's insurance. Each tenant on the lease should have their own separate insurance policy. Please visit our website for an example Declaration of Coverage. You will NOT receive keys to your property until we have a copy of your insurance.

Insurance needs to be:

- o \$300,000 in Liability
- o Have Chaney Properties, LLC listed as Additional Insured
- o Whatever amount you need for your OWN personal belongings
- o Must be a 12 month policy (no month-to-month policies please)

3. Guarantee of Rents:

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

4. Chaney Properties Contact Information:

Office Hours: April-August Monday through Friday from 9-5 pm. September – March 9-1 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: info@chaneyproperties.com

Tenant _____ Chaney Properties: _____
 Phone: _____ Email: _____