

Dear Rental Applicant:

Thank you for choosing Cheney Property Management for your rental needs.

Once you decide which apartment you would like to rent, a deposit equal to one months rent is required along with a completed application. There is also a \$30 application fee per applicant, which is due with each completed application. This deposit will take the apartment off the rental market pending approval of your application. Should the Lessee(s) not be approved by Cheney Property Management, the deposit will be returned to the applicant. **(If you have been approved, but you change your mind, i.e., find a different apartment, can't find a roommate etc., your deposit is non-refundable.)**

The screening and verification process is used for every applicant the same way – fairly, consistently, and uniformly. We work very diligently to observe both the spirit and letter of the fair housing laws. An applicant who passes the screening criteria is offered an apartment when a suitable apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

Your applications will be approved or denied within a 48 hour time period. After your application(s) have been approved, we will set up an appointment for you to sign a Lease at our office. Your Lease must be signed by all occupants(s).

By completing the application for an apartment in one of our rentals, you acknowledge that these checks and verifications including a credit report will be done and give your permission for us to do so.

**Please completely fill in your application. If you do not provide us with complete information, we will not be able to process the applications successfully.** If there is any item on the application that you do not understand, please ask for assistance. If there is additional information that you feel may be of assistance to us in processing your application, please let us know. **You may fax the completed application to (603) 659-7208 or send it to Cheney Property Management, 74 Exeter Road, Suite A-1, Newmarket, NH 03857.** We will need the \$30 application fee to process your application so please provide us with a credit card number or contact us at (603) 659-7200.

**CHENEY PROPERTY MANAGEMENT**