

Concord Village

137- A West Concord Drive, Clarksville, TN 37042 P: 931.645.3233 F: 931.906.0533 concordvillage@volunteerproperties.net

DEAR APARTMENT APPLICANT:

We take pride in our management and in our apartment community. We actively seek good residents to make their homes with us, and we strive to provide the best services we possibly can while they live in the community we manage.

We screen our applicants very carefully, and we completely verify all information provided to us on the rental application you complete, and from other sources available to us. We run a credit report and public records report, verify employment, and we check previous rental history. 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 the letter of the fair housing laws—not just because they are the law of the land, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in fair housing for everyone. 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.

By making application for an apartment in our community, you acknowledge that these checks and verifications will be done, and that you have given your permission 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 application successfully. If there is any item on the application that you do not understand, please ask for assistance from our personnel. If there is additional information that you feel might be of assistance to us in processing your application, please let us know. We are here to be of service to you and to others seeking housing.

We welcome your suggestions as to how we might do that task better and more efficiently. We will do your best to process your application quickly and give you an answer.

Please sign and date this letter where indicated below, and give it to our personnel. We will make additional copies if you would like to keep a copy for your files. Thank you for making application at our community; we sincerely hope that you will be a long-term resident with us.

Very truly yours,

Concord Village Apartments

Applicant: _____ Date: _____

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