

Concord Village



Dear Applicant,

Thank you for your interest in Concord Village Apartment Homes. Enclosed are the application materials. Each person over the age of 18 **MUST** submit an application and pay a \$35 application fee for processing. Married couples can complete one application together and submit a single \$35 application fee.

Please sign and date the bottom of the Dear Applicant Letter. Complete the Application in its entirety, signing and dating the bottom. Include proof of income/employment. This can be in the form of copies of your last 4 pay stubs, a letter on company letterhead from your employer stating hire date and gross monthly income, or an LES. Any other form of income must be stated on the application and proof of said income provided. Please complete the top portion and sign the Rental Verification Form for each community you have resided where you were a lease holder. Provide contact numbers for each. We will fax that form to your prior landlord(s) for them to complete the bottom portion of the form. If you have never rented anywhere before/never been a lease holder, disregard that form.

Include with your application materials the required application fees in personal check or money order made out to Concord Village. Include a **SEPARATE** personal check or money order for \$300 for the deposit (or \$87.50 made out to SureDeposit if you opted for the nonrefundable Surety Bond rather than the \$300 refundable deposit). **Don't forget, if you are doing the \$300 refundable deposit, make it out to Concord Village. If you are doing the \$87.50 nonrefundable Surety Bond, make it out to SureDeposit.** Call SureDeposit at 1-877-531-SURE for more information regarding SureDeposit, or email them at info@suredeposit.com, or visit their website at www.suredeposit.com.

If you are signing on behalf of someone over the age of 18 who cannot be present to sign for himself/herself, please provide a copy of POA allowing you to do so.

Mail all of the above to Concord Village, 137-A West Concord Dr., Clarksville, TN 37042, or bring it by the office.

Thanks so much! We look forward to receiving your application!

Sincerely,

The Staff at Concord Village

137-A West Concord Drive ♦ Clarksville, Tennessee 37042 ♦ P: 931.645.3233 F:
931.906.0533