

**QueenCityApartments.com • (704) 728.9077 • ruth@queencityapartments.com**

**TENANT | LEASE APPOINTMENT PREPARATION CHECKLIST**

1. Review lease and all supporting documents online at [www.queencityapartments.com](http://www.queencityapartments.com).
2. Discuss the apartment details and the rent and utility expenses with your full group to be sure that everyone is comfortable with the location, costs, and other details.
3. Discuss the lease with your parents to be sure that their questions have been answered.
4. Once you have reached consensus and wish to proceed to the interview / lease agreement, call Ruth to schedule an appointment at (704) 728.9077.
5. Your full group must be present at the lease appointment.
6. You must review the lease in advance of the meeting and bring the following to the meeting:
  - completed rental application.
  - completed ACH Debit Authorization Form.
  - one-month security deposit check payable to Queen City Apartments: **NOTE – the security deposit does not include the monthly association fee.**

**THE LEASE APPOINTMENT MEETING IS AT 47 Maple St. in the JDK Building @ Terry Bicycles !**