



505 N. Carroll St., Suite #1
P.O. Box 512
Madison, WI 53701-0512
(608)255-8633
(608)255-7509 Fax

Form 606C Future Resident rev. 7-8-04.doc

Dear Future Resident:

The following information should make your move-in as trouble-free as possible.

1. The security deposit and first rental payment must be paid in **full** before you or anyone may pick up the keys for your apartment. Your earnest money deposit can be applied to any amount due at that time. **If you chose either payment option one or two, make your payment by cashiers check. (Refer to your application or lease agreement.)**
2. If you designate someone not on the lease to pick up your keys, please provide a signed statement one week prior to the beginning of the lease, stating that you are authorizing this person to pick up your keys. In your statement, provide your social security number and that of the person picking up the key. This will allow us to verify the person's identification when they arrive to pick up the keys. **If one person picks up all the keys for the apartment, make sure all roommates know and agree.**
3. Keys may be picked up during office hours **after 1:00 p.m.** on the day your lease begins at **505 North Carroll Street**. If your lease begins on a Sunday, please call the office to arrange for a time to pick up your keys.
4. On occasion, because of circumstances beyond our control, we may not have been able to complete our preparation of your apartment. If the apartment is not in move-in condition, you have two options:
 1. **Do the cleaning yourself.** We may allow you a credit for cleaning, provided we mutually agree on the amount before you start cleaning. **Contact us before you start!**
 2. **Allow our crew to clean.** If you don't wish to clean, our crews will do so, **but you must allow a reasonable amount of time for that to be accomplished.**
5. If no one from your group is planning to move in on the first day of the lease, please let us know the date you will be arriving. This will help us coordinate our preparation work.

Since we have many apartments changing residents at this time please be patient. We will try to assist you in any way we can. Thank you for your cooperation and understanding during this hectic changeover period.

Sincerely,

CHT Apartment Rentals, LLC

505 NORTH CARROLL STREET MADISON, WISCONSIN, 53703
Mailing Address: P.O. BOX 512, MADISON, WISCONSIN 53701-0512

Office hours 9AM - 5PM Monday - Friday 10AM - 4PM Saturday
CLOSED Sundays and Holidays
Office Telephone - (608)255-8633 Fax - (608)255-7509