



Hughes Real Estate, Inc.

Residential & Commercial Property Management

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Dear Rental Applicant:

We take pride in our management and in our rental homes and communities. 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 rentals 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, we verify employment and we check previous rental history.

The screening and verification process is used for every applicant the same way - fairly, consistently, 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 a house when a suitable house is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

By making applications for a house, you acknowledge that these checks and verifications 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 application successfully. If there is any item on the application that you do not understand, please ask for assistance. If there is additional information which you feel may 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'll do our best to process your application quickly and normally give you an answer within 24 hours (or less).

Please sign and date this letter where indicated below. We have additional copies if you would like to keep a copy for your files. Thank you for making application at one of our rentals. We sincerely hope that you will be a long-term resident with us.

Very Truly Yours,

Randy Hughes, President
Hughes Real Estate, Inc.
Property Manager

RH:dd

Applicant Date

Applicant Date