

## Close to Campus Property Online Pre-Leasing

Close to Campus Property Pre-Leasing will take place entirely online.

The available options will open up “live” through our website, [www.millsproperty.com](http://www.millsproperty.com), under the specific Property’s page. All roommates will need to fill out their portion of the application and pay the security deposit online to hold a unit. Applicant screening will take place after the deposit has been received. **\*Units will not be held until the security deposit has been paid.**

**Please note: all roommates will need to fill out their application at the time the deposit is paid in the same account to hold that unit.**

**No applications will be accepted for the below properties prior to their online leasing date.**

*The following Properties will be available through our website on these dates on a first come first serve basis with security deposit and application:*

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### **Village Square Apt & Garden Village Townhomes: Tuesday, January 26<sup>th</sup> @ 10AM**

Leases will start **June 25, 2021** and run through **May 31, 2022**.

Security Deposit is a nonrefundable \$250 for 1 & 2 Bedrooms or \$350 for 3 bedrooms.

Visit <http://millsproperty.com/properties/village-square/> or <http://millsproperty.com/properties/garden-village-townhomes/> on January 26<sup>th</sup> for the link to our online leasing site.

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### **Campus View Apartments: Thursday, January 28<sup>th</sup> @ 10AM**

Leases will start **August 6, 2021** and run through **June 30, 2022**.

Security Deposit is a nonrefundable \$250 for 2 Bedrooms or \$350 for 3 & 4 bedrooms.

Visit <http://millsproperty.com/properties/campus-view/> on January 28<sup>th</sup> for the link to our online leasing site.

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### **Misc. Houses/Duplexes: Thursday, January 21<sup>st</sup> @ 10AM**

Leases will start **June 2021** and run through **May 2022**.

Security Deposit amounts will vary.

Visit the property pages at <http://millsproperty.com> on January 21<sup>st</sup> for the link to our online leasing site.

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*Please note We will not know what we have available for these units until they go live on the 21<sup>st</sup>, 26<sup>th</sup> & 28<sup>th</sup>. Mills Property Management has other properties that only require a 30 day notice and may have additional openings, please check out our website for current availability.*

## **HOW TO COMPLETE THE ONLINE LEASING PROCESS:**

***\*Documents needed: Copy of Driver's License for all Applicants must be uploaded***

**The first person to complete the application will be considered the primary applicant and will be asked to provide information about additional occupants. Please choose one of your household members to be the primary applicant.**

### **PRIMARY APPLICANT:**

- Go to Millsproperty.com, find the property you would like to apply for
- Select the Apply Online Button on the property page
- This will link you to our secure online leasing site, start by choosing Register Now.
- Create an account, then you will be able to start the application process.
- Select the floor plan you are interested in
- A list of Available Units will populate, choose the unit you would like to rent
- You will then need to fill out the required personal information, fill out the security deposit form, and upload a copy of your photo ID.

### **ADDING ADDITIONAL ROOMMATES:**

- Next, you will be able to add additional roommates.
- Applicant details need to be added for each roommate. The primary applicant can choose to add each applicant's details or to send an email invitation to each applicant so they can complete the information themselves. ***\*Please note ALL roommate information must be entered and ALL photo IDs uploaded before you will be able to pay the security deposit & hold the unit.***

### **SECURITY DEPOSIT:**

- After all Roommates have been added you will be able to pay the security deposit. You will be able to pay using your bank account information (free) or with a credit card (convenience fee 2.2%).
- **This deposit is nonrefundable.** \*If credit, landlord or criminal screening is not approved for all applicants, the deposit will be refunded **LESS** a \$50 processing fee per applicant and the apartment will be leased to someone else.

If you do not finish your application right away, you may log in it at a later time to complete it, or to review it after you have submitted it. **Unit will not be held until the security deposit has been paid.**

**Please contact Mills Property Management if you have any questions!**

**605.697.3175 or [info@millsproperty.com](mailto:info@millsproperty.com)**