Campus Tech Apartments Online-Pre Leasing

Online leasing at Campus Tech Apartments will open up "live" through our website, millsproperty.com, under the Campus Tech property page.

Each applicant will need to fill out an individual application and pay the processing fee online to hold a room.

Mills Property Management will assign roommates for two- and four-bedroom apartments. Roommate assignments will be based on answers to the roommate preference questionnaire, which is included as part of the application, as well as bedroom availability. If you would like to request a specific roommate, please email campustech@millsproperty.com with your preference after you complete your application.

Campus Tech Apartments: Online Leasing starts THURSDAY, January 25th, 2024
Leases will begin August 1st, 2024 and run through May 31st, 2025.
Processing fee is a non-refundable $350.00 per applicant.

The unit you choose is a WAITLIST only unit. Specific unit numbers, building, and building floor assignments will be given out at a later date, once roommate assignment is completed. We are unable to take requests for certain units, unless there is a reasonable accommodation request due to disability.

How to Complete the Online Leasing Process:
Documents needed to complete application screening:
Copy of driver's license or state issued ID with photo and date of birth.
Units will not be held until the processing fee has been paid in full.

- Navigate to http://millsproperty.com/properties/campus-tech-apartments/
- Select the Apply Online button on the property page.
- Choose Register Now.
- Create an account using our secure leasing site then start the application
- Select waitlist for a 2-, or 4-bedroom apartment. (Reminder: for 2 and 4 bedrooms you are leasing a bedroom in a shared unit.)
  - Eff units will be able to select the specific unit number
- Fill out the required personal information. If you need Mills Property Management to assign your roommate, please complete the Roommate Preference Information in this section. If you are choosing your own roommate, email your roommate preference to campustech@millsproperty.com
- Sign the Processing Fee Form.
- Upload your driver's license or other approved ID. (Image size must be under 2mb)
- You cannot add additional occupants in this application. Each person living at Campus Tech must fill out an individual application. Choose continue to skip this step and continue the application process.

- Pay processing fee:
  - In order to secure a unit, you will need to pay the processing fee. You will be able to pay using your bank account information (free) or with a credit card (convenience fee of 2.2%).
  - This processing fee is NON-REFUNDABLE if you choose not to move in – no exceptions!
  - The $350.00 processing fee is also a non-refundable fee upon move out. It is held for carpet cleaning and normal wear and tear turnover charges. Any damages beyond normal wear and tear, i.e. unpaid rent, unreturned keys, or tenant charges will be billed at move out.
- An email will be automatically sent to our Campus Tech office with your information.
- Further leasing instructions will be mailed to you within a week along with your lease and addendums. Please be prepared to sign the lease and return all the information by the deadline requested, or your processing fee may be forfeited and the unit put back online to rent.

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

Please contact Mills Property Management if you have any questions.

Contact Information:
Mills Property Management/Campus Tech Apartments
Bobbi Anderberg, Campus Tech Manager
1400 East Spruce Street, Mitchell, SD 57301
605.630.6735 or campustech@millsproperty.com

Mills Property Management Corporate Office: 605.697.3175

MILLS PROPERTY MANAGEMENT

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