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, under the specific Property's page. All roommates will need to fill out their portion of the application and pay the processing fee/security deposit online to hold a unit. Applicant screening will take place after the processing fee/security deposit has been received. *Units will not be held until the processing fee/security deposit has been paid.* **Please note: all roommates will need to fill out their application at the time the processing fee/security 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 processing fee/security deposit and application:

Village Square Apt & Garden Village Townhomes: Tuesday, January 28th @ 10AM
Leases will start **June 2025** and run through **May 2026**
Processing Fee of $500 is Non-Refundable

Visit http://millsproperty.com/properties/village-square/ or http://millsproperty.com/properties/garden-village-townhomes/ on January 28th for the link to our online leasing site.

Brooks Manor Apartments: Tuesday, January 28th @ 10AM
Leases will start **June 2025** and run through **May 2026**
Security Deposit of $500

Visit https://millsproperty.com/properties/brooks-manor/ on January 28th for the link to our online leasing site.

Campus View Apartments: Thursday, January 30th @ 10AM
Leases will start **July 2025** and run through **June 2026**
Processing Fee of $500 is Non-Refundable

Visit http://millsproperty.com/properties/campus-view/ on January 30th for the link to our online leasing site.

Misc. Houses/Duplexes: Tuesday, January 30th @ 10AM
Leases will start **July 2025** and run through **June 2026**
Security Deposit amounts will vary

Visit the property pages at http://millsproperty.com on January 30th for the link to our online leasing site.

Please note we will not know what we have available for these units until the they go live on the 23rd & 25th. 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 Government Issued Photo ID 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 processing fee/security deposit form and upload a copy of your government issued 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 government issued photo IDs uploaded before you will be able to pay the processing fee/security deposit & hold the unit.

PROCCESSING FEE/SECURITY DEPOSIT

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

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

Please contact Mills Property Management if you have any questions!

605.697.3175 or info@millsproperty.com