

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

***\*Documents needed: Copy of Government Issues 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 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 should be entered and ALL photo IDs uploaded before you pay the processing fee & hold the unit.***

### **PROCESSING FEE:**

- After all Roommates have been added you will be able to pay the processing fee.
- **This processing fee is nonrefundable.**

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 processing fee has been paid.**

Applicant screening will take place after the processing fee has been received.

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

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