



# NEW RESIDENT INFORMATION

### Requirements for Leasing:

- Each person must have turned the age of **20 years old on or before September 1<sup>st</sup>** for the lease year they are applying for.
- Students applying for St James Apartments must have two (2) forms of current identification: 1) in the form of a driver's license, State ID, military ID, or passport 2) current, valid Bradley/Student ID. *Exceptions will be made for those who are newly accepted to Bradley University and have yet to receive their Bradley/Student ID.*

### Check List for Approval Process:

In order for us to review, approve, and ultimately hold a space and refuse other applicants, we require, at minimum, that the following be completed and submitted for each person –

- New Resident Form
- Lease Agreement
- Community Policies
- Payment of Non-Refundable Administrative Fee in the amount of \$250 (**check form only**)

### PERSONAL INFORMATION

|                |  |                         |                       |
|----------------|--|-------------------------|-----------------------|
| Full Name      |  | Nickname                |                       |
| Cell Phone     |  | BU Email Address        | @bradley.edu          |
| Birth Date     |  | Alternate Email Address |                       |
| BU Student ID# |  | Current Class Status    | Soph Jr Sr Grad Other |

### CURRENT & PERMANENT ADDRESS

If your current & permanent address is the same, complete *Permanent Address only*.

|   |                 |   |                 |
|---|-----------------|---|-----------------|
| <b>Current Address</b><br><i>current Campus address</i> | Street Address: | <b>Permanent Address</b><br><i>Home address</i> | Street Address: |
|   | City, State:    |   | City, State:    |
|   | Zip Code:       |   | Zip Code:       |

### PROSPECTIVE ROOMMATES

List names of those you are leasing with as roommates.

|       |               |
|-------|---------------|
| Name: | Phone Number: |
| Name: | Phone Number: |
| Name: | Phone Number: |

I, the undersigned applicant, affirm that the information contained in this application is true and correct, and I authorize Bradley University Off-Campus Properties to verify all information contained in this application. Misstatements, either false or incorrect, are reason for denial of occupancy. **It is understood that outstanding warrants, active restraining orders, and felony convictions associated with my name will affect my approval status.** I also understand that if I rent from Bradley University Off-Campus Properties, and I fail to fulfill my obligations, Bradley University Off-Campus Properties and/or its collection representatives can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this form is the property of Bradley University Off-Campus Properties.

Bradley Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Incomplete and/or unsigned forms may NOT be processed. All required leasing documents and fees must be submitted at the same time.*

*We support Fair Housing Laws and are an Equal Opportunity Employer.*