

To apply, the following is required: Please read below.

- Each person must have turned the age of **20 years old on or before September 1st** for the lease year they are applying for.
- A **\$250 non-refundable** administrative fee must accompany **ALL REQUIRED LEASING DOCUMENTS**. The non-refundable administrative fee will be deposited upon receipt of the *New Resident Form* and all other required leasing documents, and will be refunded **ONLY** if the documents are rejected by our office.
Fee must be in check form (Personal Check, Money Order, Cashier's Check) and made payable to Bradley University.
- 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 student ID.*

If student is approved:

- If approved, in order for us to hold a property and refuse other applicants, we require the non-refundable administrative fee be paid and the rental agreement signed, along with the Community Policies. **THIS FORM SHOULD BE TURNED IN WITH ALL REQUIRED LEASING DOCUMENTS AND FEES.**

THE FOLLOWING INFORMATION IS REQUIRED			
<i>Fields marked with an * are required to be filled in.</i>			
Full name*		Nicknames	
Cell phone*		BU Email Address*	
Birth Date*		Alternate Email Address*	
Student ID #*		Upcoming Class Status*	Sophomore Junior Senior Grad Student Other
		Circle your Gender	Male or Female
Current & Permanent Address			
If your current & permanent address is the same, complete <i>Permanent</i> address only.			
Current address <i>current Campus address</i>		Permanent address* <i>home address</i>	
City, State		City, State	
Zip		Zip	

List names and phone number of all prospective roommates or friends that you may want to be paired with.

Name	Phone Number	Email

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.

APPLICANT SIGNATURE	DATE
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Submit form to	Bradley University Off Campus Properties, 1103 W. Main St, Peoria, IL 61606	
	Bus: (309) 677-2100	Email: stjamesinfo@fsmail.bradley.edu

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.