



StarRez On-Line Leasing  
New Student Process

## Step by Step Online Leasing Process

The screenshots throughout this document will help guide you through the online leasing process a new prospective resident completes through the leasing portal.

Depending on your village process, the number of steps may be fewer than outlined below as some villages do not require screening of the resident or guarantor.

### Pre-Leasing Process: Register

In this step a student must first register themselves to continue in the booking process.

Home [Register](#)

## Register

Please provide your contact details below to register for student housing. Once registered, you will receive a confirmation email with your username and password to enable you to continue your application at a later date if required.

### Personal Details

Please do not use any periods or other special characters in filling out this form. Ex. Jr. Sr. etc.

First Name:\*

Middle Initials:

Last Name:\*

Preferred Name:

Gender:

Date of Birth:

Student Number: (If you do not have or do not know your student ID, please enter a zero value)

**Pre-Leasing Process: Term Selector**

In this step a student must select a term in which they wish to reside with us.

Home Lease Now Update Contact Details Online Accounts Recurring Payments Change Password

## Term Selector

Please select your contract term from the options below. If you would like to lease for a term that is not shown below, please contact the village directly. For details on the start and end dates of these terms, please refer to the village website for details.

You may be required to provide proof of enrollment in your chosen term.

**New Resident-University Meadows**  
 Univ Meadows-2014-15 Academic  
 Univ Meadows-2014-15 Full

**Returning Resident-University Meadows**

Save & Continue

**Step 1: Welcome**

The step identifies the information needed to complete an online booking.

Home Lease Now Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Univ Meadows-2014-15 Academic

1  
Welcome

2  
Resident Address and Contact Information

3  
Photo Upload

4  
Resident Profile

5  
About Me

6  
Rooms

7  
Anticipated Arrival Date

8  
Lease Documents - University Meadows

9  
Initial Deposit - University Meadows

10  
Resident Identification Information

11  
Background Checking

12  
Guarantor

## Welcome

(Step 1 of 15)

To complete the online leasing process, you will need:

1. Your personal information (mailing address, email, etc.)
2. A valid credit card or checking account
3. Guarantor information if applicable (refer to village website for Rental Guidelines)

For information on rates, floorplans and village information, please visit the [village website](#).

Lease Now

**Step 2: Resident Address and Contact Information**

The step requests a more detailed collection of resident address and contact info.

Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Univ Meadows-2014-15 Academic Application Status

1 Welcome 2 **Resident Address and Contact Information** 3 Photo Upload 4 Resident Profile 5 About Me 6 Rooms 7 Anticipated Arrival Date 8 Lease Documents - University Meadows 9 Initial Deposit - University Meadows 10 Resident Identification Information 11 Background Checking 12 Guarantor

## Resident Address and Contact Information (Step 2 of 16)

Please review and verify that all of your personal details below are correct. All fields marked with an (\*) are required.

### Resident's Permanent Address

Street Address: \*

Street Address 2:

City: \*

US State (If not a US Address, please select 'Other' and add your state/province): \*

At the bottom of this section, a student will be able to enter any promo code tied to any leasing incentive being promoted. Please note, these promo codes are for reporting purposes. Any action will need to be taken by village staff depending on the successful completion of a lease during the promo offering.

### Promotion Code

If you have received a Promotion Code, please enter it here:

**Save & Continue**

### Step 3: Welcome

This step is voluntary, but allows the resident to upload an image of themselves. This can be very helpful at move-in or other times during face to face interaction with the resident.

Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Univ Meadows-2014-15 Academic Application Status


1 Welcome 2 Resident Address and Contact Information 3 **Photo Upload** 4 Resident Profile 5 About Me 6 Rooms 7 Anticipated Arrival Date 8 Lease Documents - University Meadows 9 Initial Deposit - University Meadows 10 Resident Identification Information 11 Background Checking 12 Guarantor

## Photo Upload (Step 3 of 16)

Hit us with your best shot! Upload a photo of yourself only that is under 500KB and in .jpg or .png format.

These photos are for visual identification purposes only.

Current Photo:



Upload:

### Step 4: Resident Profile

This step is also voluntary, but allows the resident to include their information when others look at the occupancy within the room they select.

Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Univ Meadows-2014-15 Academic Application Status

1 Welcome 2 Resident Address and Contact Information 3 Photo Upload 4 **Resident Profile** 5 About Me 6 Rooms 7 Anticipated Arrival Date 8 Lease Documents - University Meadows 9 Initial Deposit - University Meadows 10 Resident Identification Information 11 Background Checking 12 Guarantor

## Resident Profile (Step 4 of 16)

Please tell us about yourself! The information you provide below will be visible to potential roommates. If you would prefer to not share this information, please uncheck the box below.

**Include in Search**

Uncheck this box if you do not wish to be included in the roommate searching process:

**Screen Name**

Enter the name you wish potential roommates to see:

David

**Description**

Enter a description of yourself to show to potential roommates:

**Save & Continue**

### Step 5: About Me

In this step, a resident can adjust the slider to place value on what represents their lifestyle preferences. This information, if made available in step 4 can be used for others in matching themselves to the preferences of others.

Home
Lease Now
Update Contact Details
Online Accounts
Recurring Payments
Change Password

Lease Now Menu | Leasing for Univ Meadows-2014-15 Academic Application Status

1  
 Welcome

2  
 Resident Address and Contact Information

3  
 Photo Upload

4  
 Resident Profile

5  
About Me

6  
 Rooms

7  
 Anticipated Arrival Date

8  
 Lease Documents - University Meadows

9  
 Initial Deposit - University Meadows

10  
 Resident Identification Information

11  
 Background Checking

12  
 Guarantee

## About Me (Step 5 of 16)

Your preferences below will appear on your profile for potential roommates to see.

**Please complete the questions below:**

**Do you smoke?**  No  Yes

**Are you?** An early bird A night owl

**Cleaning?** Wouldn't know how Can't sleep until the dishes are clean?

**Cooking?** Microwave Gourmet

**Gaming?** Where's the on button? Super geek

**I prefer?** My own company To Party!

Page 6

### Step 6: Preferred Roommate

In this step, a resident can enter a preferred roommate. This will be for reporting purposes only and will not tie any resident bookings together. The purpose is to find those bookings that if moved would need to be moved jointly.

Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Centennial Court-2014-15 Academic Application Status

1 Welcome 2 Resident Address and Contact Information 3 Photo Upload 4 Resident Profile 5 About Me 6 Preferred Roommate 7 Rooms 8 Anticipated Arrival Date - Centennial Court 9 Initial Deposit - Centennial Court 10 Lease Documents - Centennial Court 11 Resident Identification Information 12 Guarantor

## Preferred Roommate (Step 6 of 16)

Please enter the name of your preferred room mate below. If you do not have one at this time, please proceed to the next step.

Room mate requests are a preference and while we take every effort to match you with your selected room mate, we can not guarantee a specific room mate. Specific apartment selections are subject to change without notice. Selecting the same apartment without specifying a room mate below will not result in matching you with them.

**Your preferred roommate must also provide you as their choice.**

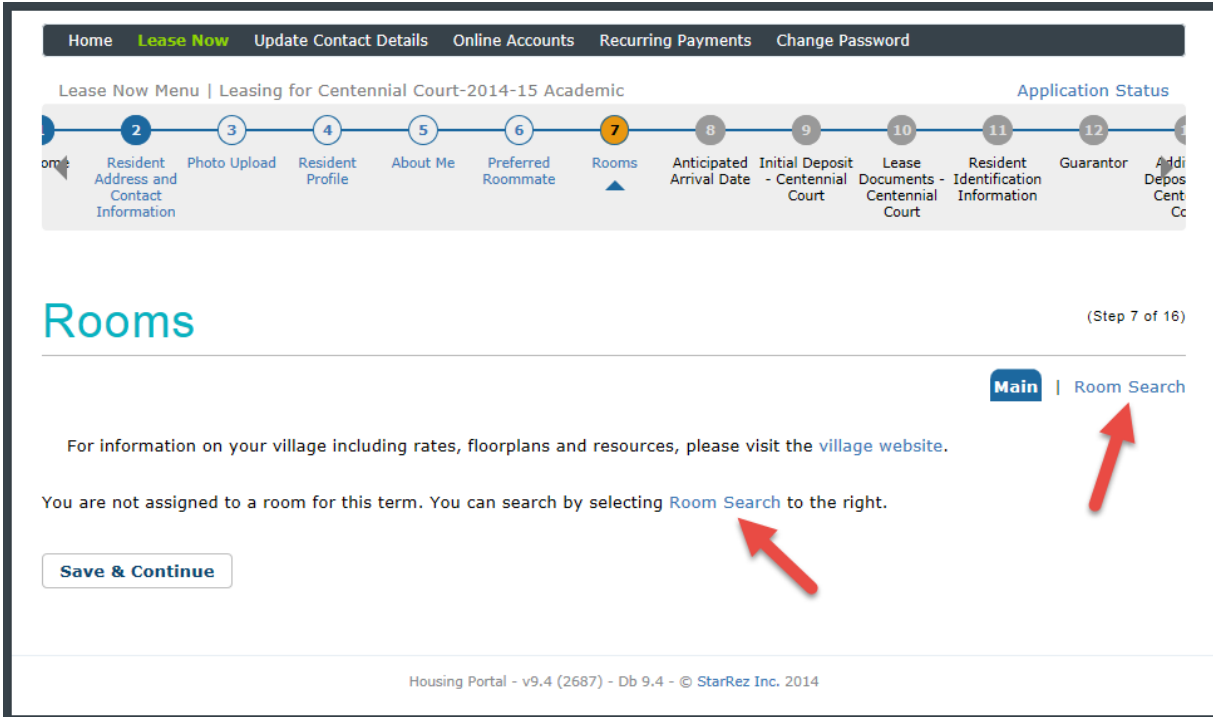
Name of Requested Roommate:

[Save & Continue](#)

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### Step 7: Rooms

Selecting a room type and room is the next step in the process. If a student gets stuck on this page, it's likely due to them not clicking on the "Room Search" link which takes them to the available room types. Once you click room search the available room types will show.



Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Centennial Court-2014-15 Academic Application Status

2 Resident Address and Contact Information 3 Photo Upload 4 Resident Profile 5 About Me 6 Preferred Roommate 7 **Rooms** 8 Anticipated Arrival Date 9 Initial Deposit - Centennial Court 10 Lease Documents - Centennial Court 11 Resident Identification Information 12 Guarantor Addi Depos Cent Cc

## Rooms (Step 7 of 16)

**Main** | [Room Search](#)

For information on your village including rates, floorplans and resources, please visit the [village website](#).

You are not assigned to a room for this term. You can search by selecting [Room Search](#) to the right.

[Save & Continue](#)

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Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Centennial Court-2014-15 Academic Application Status

- Welcome
- Resident Address and Contact Information
- Photo Upload
- Resident Profile
- About Me
- Preferred Roommate
- Rooms**
- Anticipated Arrival Date
- Initial Deposit - Centennial Court
- Lease Documents - Centennial Court
- Resident Identification Information
- Guarantor

## Rooms - Room Search (Step 7 of 16)

Main | **Room Search**

Choose a Room Type. If rooms are available for your chosen room type, then rooms will be listed in a table below. Click on the room you wish to secure.

**For more details of the room and any residents within, click on room details. This info will be useful for matching a roommate.**

**In a later step, you will be required to pay your initial deposit and fees (if applicable). You must pay within 24 hours or the room you selected will be released. Upon payment a room space will be secured, this does not guarantee the specific bed space chosen.**

Room Type:

After you select the room type, a list of available rooms will show. You can view the occupancy within a room, by clicking the "Room Details". This will give you the preferences of the students in the room.

## Rooms - Room Search

(Step 7 of 16)

Main | [Room Search](#)

Choose a Room Type. If rooms are available for your chosen room type, then rooms will be listed in a table below. Click on the room you wish to secure.

**For more details of the room and any residents within, click on room details. This info will be useful for matching a roommate.**

**In a later step, you will be required to pay your initial deposit and fees (if applicable). You must pay within 24 hours or the room you selected will be released. Upon payment a room space will be secured, this does not guarantee the specific bed space chosen.**

Room Type:

4Bd/2Bth-Univ Park

Room	Room Type	Location	Section	Floor	
0211A-Univ Park	4Bd/2Bth-Univ Park	University Park	Bld2-Univ Park	0211-Univ Park	<a href="#">Room Details</a>
0211B-Univ Park	4Bd/2Bth-Univ Park	University Park	Bld2-Univ Park	0211-Univ Park	<a href="#">Room Details</a>
0211C-Univ Park	4Bd/2Bth-Univ Park	University Park	Bld2-Univ Park	0211-Univ Park	<a href="#">Room Details</a>
0211D-Univ Park	4Bd/2Bth-Univ Park	University Park	Bld2-Univ Park	0211-Univ Park	<a href="#">Room Details</a>
0225A-Univ Park	4Bd/2Bth-Univ Park	University Park	Bld2-Univ Park	0225-Univ Park	<a href="#">Room Details</a>

Upon selecting the desired room, the last step to this is to confirm the bedspace in that room.

Home Lease Now Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Univ Park-2014-15 Academic Application Status

2 Resident Address and Contact Information

3 Photo Upload

4 Resident Profile

5 About Me

6 Preferred Roommate

7 Rooms

8 Anticipated Arrival Date

9 Initial Deposit - University Park

10 Lease Documents - University Park

11 Resident Identification Information

12 Guarantor

13 Additional Deposits - University Park

## Rooms - Assign / Confirm Bed(s)

(Step 7 of 16)

Main | [Room Search](#)

Time remaining for bed selection: 04:54

Select the bed you would like to have.

My Bed:

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Once you confirm and reserve the bedspace, a summary of the room and all occupants will show.

Home
Lease Now
Update Contact Details
Online Accounts
Recurring Payments
Change Password

Lease Now Menu | Leasing for Univ Park-2014-15 Academic Application Status

1 Home

2 Resident Address and Contact Information

3 Photo Upload

4 Resident Profile

5 About Me

6 Preferred Roommate

7 Rooms

8 Anticipated Arrival Date

9 Initial Deposit - University Park

10 Lease Documents - University Park

11 Resident Identification Information

12 Guarantor

>

## Rooms

(Step 7 of 16)

For information on your village including rates, floorplans and resources, please visit the [village website](#).

Your selected room is detailed below. To confirm this room, please continue the lease process using the options above.



---

<b>Room:</b>	0211A-Univ Park
<b>Room Type:</b>	4Bd/2Bth-Univ Park
<b>Location:</b>	University Park
<b>Floor:</b>	0211-Univ Park

### Occupancy Information

Beds	Occupants	View Profile
211A	David	<a href="#">View Profile</a>
211B	- Empty -	
211C	- Empty -	
211D	- Empty -	

### Room Images

### Step 8: Anticipated Arrival date

In some cases a resident may wish to arrive early for special camps, athletics, etc. This date does not amend the contract and is only there as a reference to alert the village staff that a resident wishes to arrive earlier than the contract allows.

This may also be used for those residents that come after the lease contract has started.

Home **Lease Now** Update Contact Details Online Accounts Recurring Payments Change Password

Lease Now Menu | Leasing for Univ Park-2014-15 Academic Application Status


1 2 3 4 5 6 7 8 9 10 11 12 13 14

1. Identification and Contact Information 2. Photo Upload 3. Resident Profile 4. About Me 5. Preferred Roommate 6. Rooms 7. Anticipated Arrival Date 8. Initial Deposit - University Park 9. Lease Documents - University Park 10. Resident Identification Information 11. Guarantor 12. Additional Deposit Fee - University Park 13. Document Upload

## Anticipated Arrival Date (Step 8 of 16)

If you are arriving after move-in day, please let us know what day you intend on arriving. Please note, you will still be liable for rent from the date your contract commenced.

Should you wish to arrive prior to move-in day, enter the expected arrival date and the office will contact you regarding availability and/or charges associated with the early arrival. **We cannot guarantee early arrival will be available.**

Anticipated Arrival Date:  


**Save & Continue**

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### Step 9: Lease Documents

After confirming the room, a lease will present that shows them the lease term, the room type, and payments due.

## Lease Documents - University Meadows

(Step 8 of 16)

University Meadows  
LEASE DOCUMENTS

The Lease Documents are made up of the following sections:

- Lease Contract
- Lease Addendum
- Community Policies
- Pet Addendum (optional; you may choose to pay in just a few more steps)
- Acknowledgement and Acceptance

### University Meadows LEASE CONTRACT

#### 1. Resident Name

Ascione                      David                      \_\_\_\_\_  
Last Name                      First Name                      M.I.

#### 2. Resident Address

282 grove street                      \_\_\_\_\_                      NJ                      \_\_\_\_\_                      07666  
Permanent Address                      City                      State                      Zip Code

#### 3. Contract Term

August 15, 2014                      May 20, 2015  
Lease Start Date                      Lease End Date

#### 4. Room Type and Payments

4Bd/2Bth- UnivMeadows                      \$ 489.00 X 10  
Floorplan                      Number of



The resident must click the "I Agree to the Lease Documents" in order to continue the leasing process. This button is located at the very bottom of the page. The prospect must scroll to the bottom.

---

**University Meadows  
ACKNOWLEDGEMENT AND ACCEPTANCE**

I acknowledge that I have had the opportunity to review Landlord's rental selection criteria. The rental selection criteria may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the rental selection criteria, or if you fail to answer any question or provide inaccurate or incomplete information, we may reject or terminate your Lease Contract and retain all lease contract processing fees, and all other applicable administrative fees and deposits as liquidated damages for our time and expense and terminate your right of occupancy.

I hereby acknowledge that I have received, read and understand and agree to the terms contained in the Lease Contract, Community Lease Addendum, Community Policies, and additional Lease Addendum(s) noted above (collectively the "Lease Documents"). I agree to be bound by the contract provisions contained in Lease Documents and to accept accommodations to which I may be assigned.

[I Agree to the Lease Documents](#)

**Step 10: Initial Deposit**

Once the lease has been signed, the next step is to pay any required deposit and fees. This step will temporarily direct them into PayLease. Payment can be accepted with a credit card or electronic check at no cost to the resident.

## Initial Deposit - University Meadows

(Step 9 of 16)

The initial Deposit for University Meadows is \$225.00. This amount consists of a refundable \$150.00 Security Deposit and a non-refundable \$75.00 Lease Contract Processing Fee. If you are unable to provide a Guarantor, you will be required to pay an additional security deposit of \$600.00. The non-refundable Lease Contract Processing Fee is to cover our administrative expenses. The Security Deposit will be refunded if you are not approved.

Payment Amount (\$)

**Make Payment**







Please select your payment choice below. An online processing fee will apply.

### Use Existing Account



Chase #5678

### Add New Account



Mastercard



Discover



Visa



Bank Account

Cancel

Continue



Previous



Below is the payment summary for the account. Please review before submitting payment. Your payment will process in 1-2 business days.

### Payment

Payment amount: \$225.00  
Convenience Fee : \$0.00  
Total: \$225.00

### Payment Information

Name:	David Ascione	Bank Name:	Chase
Account Type:	Checking	Account Number:	#5678
Routing Number:	065400137		

I, David Ascione, confirm that the payment information above is correct and authorize PayLease on 04-14-14 to debit the account above for \$225.00.

[Cancel](#)[Submit Payment](#)[Previous](#)



### Step 11: Resident Identification Information

The information in this step will be used to conduct the criminal background screening if applicable. However, this step is required of all processes as it collects the resident's social security number.

## Resident Identification Information

(Step 10 of 16)

Please provide your Social Security number in the form of XXXXXXXXX with no spaces or dashes. This information may be used to conduct resident background and/or credit screening.

**Social Security Number**

**Monthly Income**

[Save & Continue](#)

If your village conducts criminal background checks, the next step is to process that check.

## Background Checking

(Step 11 of 16)

The background check could take a few minutes. Please do not click back or refresh this page. Thank you.

[Save & Continue](#)

**Steps at this point may vary in number due to optional screening**

### Step 13: Guarantor

This step will identify whether a resident chooses to provide a guarantor or pay the additional security deposit. The prospect can be directed into two paths depending on how they answer the guarantor question.

## Guarantor

(Step 12 of 16)

You must provide a Guarantor (must be a relative or guardian and at least 18 years of age or older) with a valid U.S. social security number. The Guarantor will be required to complete and sign a Lease Guaranty Agreement and provide a copy of a valid government picture ID prior to move-in. In the event that we require a credit check, the Guarantor will be subject to approval through a third party applicant screening agency.

If you are unable to provide a qualified Guarantor, your required security deposit may be increased. The additional security deposit will be collected prior to your Lease Confirmation.

Do you have a US Guarantor?:

No, I do not have a United States based Guarantor.

[Save & Continue](#)

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If they choose to not provide a guarantor, then they will be directed to pay any additional deposit required.

**Step 14: Additional Deposit Fee**

Required of all prospects choosing to not provide a guarantor.

## Additional Deposit Fee - University Meadows (Step 13 of 16)

You have elected to not provide a guarantor and pay a higher deposit. This amount will be added to your refundable Security Deposit that you have already paid.

Payment Amount (\$)

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The payment portion is the same for the second deposit as the first.

If they choose to provide a guarantor

#### Step 14: Guarantor Identification Information

This step collects the guarantor data. This data may be used for credit screening if applicable. They must check the box "I Agree to the Lease Guaranty Agreement".

## Guarantor Identification Information

(Step 13 of 17)

**Please make sure to complete all identification such as driver's license and state, social security number, and income.**

### **Lease Guaranty Agreement**

Each Guarantor (identified below) jointly and severally with all other Guarantors, if any, identified, below, or (as applicable) as tenants by entirety if married, hereby guarantees the observance and performance when due of all agreements and obligations of Resident under the Lease Contract (including all applicable addendums) (collectively the "Lease Contract"), as same may be amended, renewed or extended from time to time by Owner and Resident, including without limitation, payment of all Rent when due; provided, however, that (i) this Guaranty will renew only if both the Resident and Owner renew the Lease Contract, and (ii) unless Guarantor executes a new Guaranty, Guarantor shall not be liable for any rent increase above the rates of the original Lease Contract.

Guarantor's obligation hereunder is that of a surety, and in the event of a default by Resident, Owner may proceed against Guarantor without first proceeding against Resident. This guaranty is irrevocable, absolute and unconditional guaranty of payment and of performance, and shall be enforceable against Guarantor without the necessity of any suit or proceedings of any kind or nature whatsoever by Owner against Resident and without the necessity of any resorting to any security under the Lease Contract or any need to give notice of nonpayment, nonperformance or nonobservance or any notice of acceptance of this Guaranty, all of which Guarantor hereby expressly waives (except any non-waivable notices required by law). Guarantor hereby expressly agrees to the validity of this Guaranty and the obligations of Guarantor hereunder shall in no way be terminated, affected, diminished or reserved to Owner pursuant to the provisions of the Lease Contract or available by law. Guarantor shall be primarily obligated under the Lease Contract as if it had executed the Lease Contract as Resident.

**I Agree to the Lease Guaranty Agreement**

I acknowledge that I have read and understand the terms contained in the Lease Guaranty Agreement. I hereby agree to be bound by the provisions in the Lease Guaranty Agreement. I acknowledge that I have read and reviewed the Lease Contract Documents. I also acknowledge that I have reviewed the Privacy Policy set forth in the Lease Contract.

I represent that the identification information submitted by me above is true and complete. I hereby authorize verification of such information via consumer reports and other means.

I hereby authorize a signature by me by electronic transmission, to be as valid and binding as my original signature.

**Save & Continue**

**Step 15: Screening Confirmation**

The prospect simply needs to check the box and click save and continue to start the credit screening. This step is only required for sites performing credit screening, otherwise the process skips to the next step.

## Screening Confirmation (Step 14 of 17)

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By ticking the checkbox you are consenting to having you and your Guarantor's personal and financial details sent to a third party credit and background checking service for processing.

Do you consent to screening?

Save & Continue

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Home
Lease Now
Update Contact Details
Online Accounts
Recurring Payments
Change Password

Lease Now Menu | Leasing for Univ Meadows-2014-15 Academic Application Status

6
7
8
9
10
11
12
13
14
15
16
17

Forms
Anticipated Arrival Date
Lease Documents - University Meadows
Initial Deposit - University Meadows
Resident Identification Information
Background Checking
Guarantor
Guarantor Identification Information
Screening Confirmation
Document Upload
Shopping Cart
Confirmation

## Screening Confirmation (Step 14 of 17)

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Your credit-check application has been successful.

Save & Continue

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### Step 16: Document Upload

This step is optional, but is a great spot for prospects to upload copies of their identification. Since all remaining steps are optional, this is the step that completes the application and marks the application "lease complete / pending approval".

## Document Upload (Step 15 of 17)

This step is not required, but may save time with lease confirmation and move-in. You may upload a copy of resident's and/or guarantor government issued identification, for example driver license, passport, I-20 or military ID. The easiest way to do this is to take a picture of your ID and upload the file.

**Supporting Documentation 1**

Document Description

File Path

---

**Supporting Documentation 2**

Document Description

File Path

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### Step 17: Shopping Cart

Optional: If your village has something to sell, it will show here. Payment process is the same.

## Shopping Cart

(Step 16 of 17)

Please select any additional items you wish to confirm as part of your leasing process. Once added, you will see the item appear in your shopping cart above. Since some items may only allow you to add 1, you will see "sold out" upon confirmation that this item have been added.

Should you not wish to purchase any items, simply select Save & Continue.

#### Can't live without your best buddy?

**\$300.00**

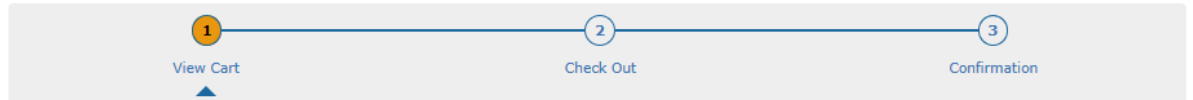
Pets are welcome at University Meadows. There is a one off non-refundable pet fee of \$300. Please complete the [Pet Addendum](#) and return it to [info@universitymeadowsUMSL.com](mailto:info@universitymeadowsUMSL.com). Please note: All residents of the apartment must agree and sign the pet addendum. If any resident does not agree, we will refund all monies paid. Once the apartment is full, you will receive confirmation if your pet has been approved once you have submitted the appropriate documentation.

**Add To Cart**

**Save & Continue**

- [Home](#)
- [Lease Now](#)
- [Update Contact Details](#)
- [Online Accounts](#)
- [Recurring Payments](#)
- [Change Password](#)

#### Shopping Cart Menu



## View Cart

(Step 1 of 3)

#### Can't live without your best buddy?

**\$250.00**  
Delete

Pets are welcome at University Meadows. There is a one off non-refundable pet fee of \$300. Please complete the [Pet Addendum](#) and return it to [info@universitymeadowsUMSL.com](mailto:info@universitymeadowsUMSL.com). Please note: All residents of the apartment must agree and sign the pet addendum. If any resident does not agree, we will refund all monies paid. Once the apartment is full, you will receive confirmation if your pet has been approved once you have submitted the appropriate documentation.

**Subtotal: \$250.00**

**Back**

**Checkout**

**Step 18: Confirmation**

This step confirms their process is complete and if they click continue, will get a summary of the steps involved/completed and room details.

## Confirmation

(Step 17 of 17)

Congratulations on completing your lease and reserving your room! A copy of your lease documents have been sent to the email address you have provided. Please check the menu above for steps that are still available to you.

The village will be in contact with you to confirm your lease and will be able to answer any additional questions you may have.

**Ascione, David**

**Term:** Univ Meadows-2014-15 Academic

**Room Reservation Details**

**Room:** 0532A-UnivMeadows  
**Room Type:** 4Bd/2Bth-UnivMeadows  
**Location:** University Meadows

**Occupancy Information**

Beds	Occupants	
532A	David	<a href="#">View Profile</a>
532B	- Empty -	
532C	- Empty -	
532D	- Empty -	

## Application Status

---

You are all set. A village staff member will be contacting you soon to confirm your space. We look forward to having you as a resident.

### Ascione, David

---

**Term:** Univ Meadows-2014-15 Academic

**Status:**   
✔ Applied : 4/14/2014 9:02:00 AM  
✔ Contract Signed  
✔ Application Complete

### Room Reservation Details

---

**Room:** 0532A-UnivMeadows

**Room Type:** 4Bd/2Bth-UnivMeadows

**Location:** University Meadows

### Occupancy Information

---

Beds	Occupants	
532A	David	<a href="#">View Profile</a>
532B	- Empty -	
532C	- Empty -	
532D	- Empty -	

### Room Images

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