

Waitlist

What does it mean, what's next?

What is a waitlist?

A waitlist is a way to get in line for a property that you would like to live in.

How does a waitlist work?

Each member of a group needs a completed application, co-signer form and a copy of a photo ID, and a copy of each co-signer's ID. (Drivers license or Passport)

(Application and Co-signer Forms can be downloaded from our website)

Once your group gathers all of the completed forms, call our office to schedule an appointment to view photos and floor plans of our properties that best fit your needs. We will then check your groups' references for pre-approval.

Choose the three properties that fit your needs the best. Rank them in order of preference.

(Things to discuss with your group might be)

1. Are you in a lease now? If so when does it end?
2. What is your budget? Does this amount include utilities?
3. How many parking spaces would you like to have?
4. What area of campus do you prefer?
5. Are you or your roommates graduating in the spring?

Your groups' application packet will be placed on file until we know what units will be available for fall. As information comes into our office, we will reach out and let you know what is happening with the properties you prefer.

When do current tenants renew?

We start reaching out to our current tenants in November and December to remind them that renewals are coming up.

Current tenants have until January 30th to finalize renewal paper work. All listings for the fall will be posted to our website during the second week in February.

Some groups let us know their intentions right away. If the group in the apartment that is your 1st choice decides to move out, we will contact you. At that time you can tour the unit **or** just secure your apartment without a tour. We will then schedule your Deposit to Hold appointment. This is when you pay your deposit and sign your contract saying you will return to begin your lease on a later date.

Deposit amounts range between \$600.00 per person and can be as much as 3x's your monthly rent, depending on your rental history, and if all necessary requirements have been met. **Deposit to Hold appointments will be scheduled no later than 24 hours after your group decides on a property and upon approval.** Your groups full deposit amount must be paid at this time and your Deposit to Hold contract signed in order to hold the property for a later move in. If contract is not signed and deposit paid within the agreed upon time, we will move on to the next set of applications.

We are happy that you are interested in Mallard Properties and look forward to providing an enjoyable living experience.

Additional Questions?

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