# How to Submit Apartment Application

## Log Into MyCentral

### STEP 2

# **Click on Sign In**



#### STEP 3

# **Click on Student**



# **Click on Records and Registration**



### STEP 5

## Click on Online Apartment Application Located in Housing Section



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STEP 6
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## Select a Term and hit NEXT

Note you can apply for Summer, Fall and Spring, or just spring of the following academic year. Note that agreements are for the full academic year. Be very mindful that you are selecting the correct terms as this affects your spot on the waitlists.

565656	W	elcome to the University	Apartments A
N	OTE: If you do not have	a housing deposit on file, you will be re	quired to pay a deposit
Select	an Apartment Term:		
	Applying for Term: *	Fall 2023 - Spring 2024	
08/03/22			
0000022			
252525			
szszsz			Made with Tango.us

#### STEP 7

## <u>Review your student data and then pick your top preferences starting with 1</u> <u>and enter</u>

	Rank in numerical order your apartment preferences:
26262626	1 FOSTER/KNOX (1 bedroom)
25252525	2 NICKERSON (1 bedroom)
25252525	0 THE CROSSING (2 bedroom - The Crossing is rente
<><><><><><><><><><><><><><><><><><>	4 THE CROSSING (4 bedroom - The Crossing is rente
	<ul> <li>THE CROSSING (4 bedroom Garden Apartment - Th opposed to the apartment)</li> </ul>
25252525	3 TODD (1 bedroom)
<><><><><><><><><><><><><><><><><><>	0 TODD (2 bedroom)
	GREENWOOD PARK (2 bedroom with up to 3 adults
	CENTRAL VILLAGE (1 bedro Made with lango.us

## Check I understand if I rent an apartment with a roommate, I am obligated for the full rent of the apartment if the roommate moves out. (Does not apply to the Crossing or Todd (1 bedroom)

<ul> <li>CENTRAL VILLAGE (unfurnished – 2 bedroom with u children.)</li> </ul>	o to 3 adults OR up to 2
CENTRAL VILLAGE (bedrooms furnished – 2 bedroo 2 children.)	m with up to 3 adults O
CENTRAL VILLAGE (3 bedroom with up to 4 adults OF	up to 2 adults and 4 cl
I understand if I rent an apartment with a roommate, I am obligated for the full rent (Does not apply to the Crossing or Todd (1 bedroom)	of the apartment if the r
Students in Foster Knox, Nickerson, Todd(2 bedroom), Central Village, Greenwood Pa apartments only) may opt to have a roommate of a different gender as long as it is mu	ark, and The Crossing (; tual.
As a reminder, sophomores in Nickerson, Foster/Knox, and Todd apartments an	e REQUIRED to have a
	Made with Tango.us

#### STEP 9

## Click and revie the statement: As a reminder, sophomores in Nickerson, Foster/Knox, and Todd apartments are REQUIRED to have a sophomore meal plan.

		10 00 10 3 d0005 UB 00 10 7 d0005	duo 2 10000000 1	
	CENTRAL VILLAGE (1 bedroom with	h un to 2 adults OR un to 2 adults	and 1 child )	252525252525252
		a duits on up to 2 addits	and Fenne.)	
	children.)	<ul> <li>2 bedroom with up to 3 adults OF</li> </ul>	c up to 2 adults and 2	
	CENTRAL VILLAGE (bedrooms fur 2 children.)	nished – 2 bedroom with up to 3 a	adults OR up to 2 adults and	6252525252525
	CENTRAL VILLAGE (3 bedroom with	h up to 4 adults OR up to 2 adults	and 4 children.)	
☑ I understand if (Does not apply t	I rent an apartment with a roommate, I am obligat o the Crossing or Todd (1 bedroom)	ted for the full rent of the apartmen	t if the roommate moves out.	
Students in Foste apartments only)	r Knox, Nickerson, Todd(2 bedroom), Central Villa may opt to have a roommate of a different gender	age, Greenwood Park, and The Cro r as long as it is mutual.	ossing (2 bedroom	
As a reminder, s plan.	ophomores in Nickerson, Foster/Knox, and To	dd apartments are REQUIRED to	o have a sophomore meal	
Roommate Inform	ation:			
1 under	stand that if I do not request a roommate or if the I will accept the apa	roommate listed does not meet eli rtment as a single.	gibility requirements,	
Name:	UCM Student? 700# if Yes	Relationship	Birthdate if Dep under 18	
Name	○Yes ○No 700# if Yes	Opep under 18 ORoomma	Birthdate if Dep under 18	
Name	○Yes ○No 700# if Yes	O Dep under 18 O Roomma	Birthdate if Dep under 18	
Name	O Yes O No 700# if Yes	O Dep under 18 O Roomma	Birthdate if Dep under 18	
Name	O Yes O No 700# if Yes	O Dep under 18 O Roomma	e Birthdate if Dep under 18	7636363636363
Name	∪ Yes ∪ No 700# if Yes	O Dep under 18 O Roomma	Birthdate if Dep under 18	DESESSES ESES
If expecting, give a	pproximate due date:			
				Made with Tango us
If you have any a	propio alignent or disability that would require spec	ial accommodation, places reach	out to the Office of	made with rungo.us

Enter preferred roommate data into this field. Note that other students MUST also submit an apartment application. It is vital that they also submit an application asap when the application opens.

	As a reminder, sophomores in Nic plan.	kerson, Foster	Knox, and Too	ld apartments are RE(
	Roommate Information:			
	I understand that if I do no	t request a roon I will a	nmate or if the r accept the apar	oommate listed does n tment as a single.
969696969696969	Name:	UCM Student?	700# if Yes	Relationship
252525252525252	Enter if applicable	⊖Yes ⊖No	700# if Yes	ODep under 18 O
252525252525252	Name	○Yes ○No	700# if Yes	O Dep under 18 O
	Name	○Yes ○No	700# if Yes	ODep under 18 O
	Name	O Yes O No	700# if Yes	O Dep under 18 O
	f expecting, give approximate due dat f you have any chronic ailment or dis Accessibility Services (OAS) who mu needed by the University in order to i	e:	Id require speci- coument: Mac	al accommodation, plea

#### STEP 11

Enter needs if applicable. Please contact OAS with specific needs so they may work with housing on possible accommodations.

	I understand if I rent an apartment (Does not apply to the Crossing or To	with a roommate, dd (1 bedroom)	, I am obligated f	or the full rent of th	ne apartment i	the roommate moves out.			
	Students in Foster Knox, Nickerson, apartments only) may opt to have a r	Fodd(2 bedroom), commate of a diff	Central Village, erent gender as	Greenwood Park, ong as it is mutua	and The Cros	sing (2 bedroom			
	As a reminder, sophomores in Nic plan.	kerson, Foster/K	nox, and Todd a	partments are R	EQUIRED to I	nave a sophomore meal			
	Roommate Information:								
	I understand that if I do no	t request a roomn I will ac	nate or if the roor cept the apartme	nmate listed does nt as a single.	not meet eligii	bility requirements,			
	Name:	UCM Student? 7	700# if Yes	Relationship	1	Birthdate if Dep under 18			
	Enter if applicable	⊖Yes ⊖No	700# # Yes	O Dep under 18	Roommate	Birthdate if Dep under 18			5252525
	Name	○Yes ○No	700# if Yes	O Dep under 18	Roommate	Birthdate if Dep under 18			
	Name	○Yes ○No	700# # Yes	O Dep under 18	Roommate	Birthdate if Dep under 18			
	Name	O Yes O No	700# if Yes	O Dep under 18	Roommate	Birthdate if Dep under 18			
15252525252525	Name	O res O No	700# # Yes	O Dep under 18	Roommale	Birthdate if Dep under 18			2525252
	If expecting, give approximate due dat	e: [							
	If you have any chronic ailment or dis Accessibility Services (OAS) who mu needed by the University in order to r access@ucmo.edu or visit ucmo.edu	ability that would st review that doc easonably accom faccess.	require special a cumentation and imodate students	ccommodation, pl make referrals as covered by section	ease reach ou needed. This i n 504. You m	t to the Office of nformation is voluntary but ay contact OAS at			
	Enter if applicable								00000
12323232525252	180 character(s) left						2525		
	I/We hereby apply, subject to the t accommodations in accordance with to submit a \$100 security deposit (\$7 Additional deposits of \$50-\$200 may charing the anotherent. The final depo-	erms included wit the rates as estat 5 refundable) with be required in Gro sit is due at the fi	h this application blished by the Un this application eenwood Park a	, for such accomm iversity of Central as it is not valid un id Central Village,	odations and Missouri Boar Iless accompa depending up	agree to pay for these d of Governors. I/We agree inied by the deposit. on the number of students fic apartment		Made with	n Tango.us

### Check and review this statement

needed by the University in order to reasonably accommodate students covered by section 504. You ma access@ucmo.edu or visit ucmo.edu/access.

Enter if applicable

180 character(s) left

/We hereby apply, subject to the terms included with this application, for such accommodations and a accommodations in accordance with the rates as established by the University of Central Missouri Board to submit a \$100 security deposit (\$75 refundable) with this application as it is not valid unless accompa Additional deposits of \$50-\$200 may be required in Greenwood Park and Central Village, depending up sharing the apartment. The final deposit is due at the time of signing the Housing Agreement for a specif

It should be noted that if the applicant cannot be assigned at the time of application, the application can an up-to-date application is on file the applicant may be offered a unit. If the applicant fails to accept an a him/her, the entire \$100 deposit is forfeited. If the applicant decides to cancel the application prior to bein written cancellation must be received and \$75.00 will be credited to your student account. The applicatio for the academic year listed on this application. The applicant should notify the Office of University Hous deciding on other housing.

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#### STEP 13

## Click to either submit application OR Pay your deposit (if not already on file).

✓ I/We hereby apply, subject to the terms included with this application, for such accommodations and agree accommodations in accordance with the rates as established by the University of Central Missouri Board of G to submit a \$100 security deposit (\$75 refundable) with this application as it is not valid unless accompanied b Additional deposits of \$50-\$200 may be required in Greenwood Park and Central Village, depending upon the sharing the apartment. The final deposit is due at the time of signing the Housing Agreement for a specific apa

It should be noted that if the applicant cannot be assigned at the time of application, the application can be kep an up-to-date application is on file the applicant may be offered a unit. If the applicant fails to accept an apartm him/her, the entire \$100 deposit is forfeited. If the applicant decides to cancel the application prior to being offer written cancellation must be received and \$75.00 will be credited to your student account. The application wait for the academic year listed on this application. The applicant should notify the Office of University Housing (L) deciding on other housing.

Next

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# Review your choices

	UNIVERSITY OF CENTRAL MISSOURI.	UNIVERSITY APARTMENTS	
88888888	Univers	ity Apartments Application	626262626262
62626262626262	F	all 2023 - Spring 2024	26262626262626
888888888888	Please verify your choices before	pre submitting your application or making payment below	
25252525252	Your Apartment Preferences :		252525252525
	FOSTERIKNOX (1 bedroom) 2. NICKENSON (1 bedroom) 3. TODD (1 bedroom) 4. THE CROSSING (4 bedroom - The Crossing is rented by the b	edroom as opposed to the apartment)	
	l understand if I rent an apartm I am obligated for the fu	ent in Greenwood Park or Central Village with a roommate, Il rent of the apartment if the roommate moves out.	
25252525252525	Roommate Information:		525252525252
	Name of roommate/child: Enter if applicable University ID# if applicable		
	If you have any chronic ailment or disability th Accessibility Services (OAS) who must review voluntary but needed by the University in order contact OAS at access@ucmo.edu or visit ucm	It would require special accommodation, please reach out to the Office of that documentation and make referrals as needed. This information is to reasonably accommodate students covered by section 504. You may ocdulaccess. Enter if applicable	
	I/We hereby apply, subject to the terms included w accommodations in accordance with the rates as e to submit a \$100 security deposit (\$75 refundable)	ith this application, for such accommodations and agree to pay for these stabilished by the University of Central Missouri Board of Governors. I/We agree with this application as it is not valid unless accompanied by the deposit.	Made with Tango.us

## STEP 15

# Review your preferred roommated entries

62626262626262	University Apartments Application	33333333333333
	Fall 2023 - Spring 2024	
	Please verify your choices before submitting your application or making payment below	
	Your Apartment Preferences :	
	FOSTERIKNOX (1 bedroom)     INCLERSON (1 bedroom)     TODD (1 bedroom)     TODD (1 bedroom)     TODD (1 bedroom - The Crossing is rented by the bedroom as opposed to the apartment)     THE CROSSING (4 bedroom - The Crossing is rented by the bedroom as opposed to the apartment)	
	I understand if I rent an apartment in Greenwood Park or Central Village with a roommate, I am obligated for the full rent of the apartment if the roommate moves out.	
	Roommate Information:	
	Name of roommate/child: Enter if applicable University ID# if applicable:	
	If you have any chronic ailment or disability that would require special accommodation, please reach out to the Office of Accessibility Services (OAS) who must review that documentation and make referrals as needed. This information is voluntary but needed by the University in order to reasonably accommodate students covered by section 504. You may contact OAS at access@ucmo.edu or visit ucmo.edu/access. Enter if applicable	
	We hereby apply, subject to the terms included with this application, for such accommodations and agree to pay for these accommodations in accordance with the rates as established by the University of Central Missouri Board of Governors. I/We agree to submit a \$100 security deposit (\$75 refundable) with this application as it is not valid unless accompanied by the deposit. Additional deposits of \$56-\$250 may be required in Greenwood Park and Central Village, depending upon the number of students sharing the apartment. The final deposit is due at the time of signing the Housing Agreement for a specific apartment.	
	It should be noted that if the applicant cannot be assigned at the time of application, the application can be kept on file. As long as an up-to-date application is on file the applicant may be offered a unit. If the applicant fails to accept an apartment offered to	Made with Tango.us

# Review this statement again



#### STEP 17

# Click to either pay deposit (if not on file) OR to submit if your deposit is already on file.

	It should be noted that if the applicant cannot be assigned at the time of application an up-to-date application is on file the applicant may be offered a unit. If the applicant him/her, the entire \$100 deposit is forfeited. If the applicant decides to cancel the a written cancellation must be received and \$75.00 will be credited to your student a for the academic year listed on this application. The applicant should notify the Offi deciding on other housing. Application Submitted: 2022-11-02 08:34:04 AM Pay I need to Edit my information proof-page-2020
13535355	353535353535355555555555555555555555555
	Made with Tango.us

# IF your deposit is on file, you will see your application is submitted. If you do not have deposit on file, you will proceed to payment.

MISSOURI.	TOUCHNET LAUNCH PAG
UNIVER	SITY APARTMENTS
You will now be directed off-site to our secure	James A Hicks, payment gateway. Once there, the amount you will be charged is \$100.00.
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#### STEP 19

## AFTER you pay you will see this confirmation.

Note that you need to review the apartment offer timeline at ucmo.edu/housingsignup and know that offers are sent via email only to email addresses on file with UCM.

UNIVERSITY
University Apartments Application
Spring 2023
Thank you for submitting your apartment application. You will be contacted if an apartment is offered to you.
Made with Tango.us

Questions? Contact us at:

(660) 543-4515 housing@ucmo.edu

ucmo.edu/apartmentliving

