

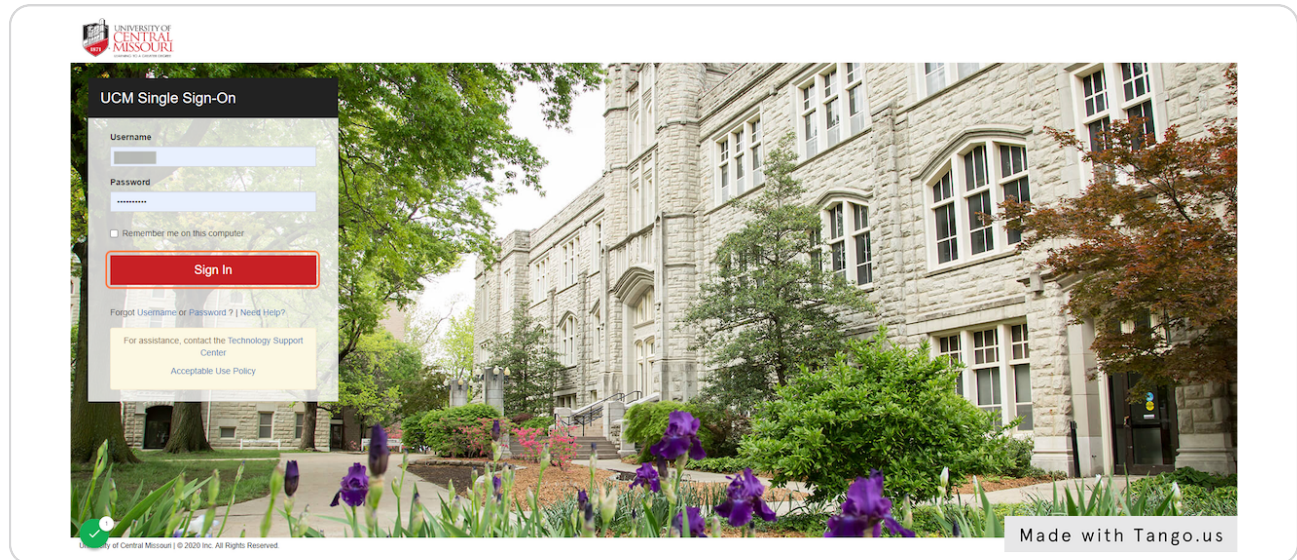
How to Submit Apartment Application

STEP 1

Log Into MyCentral

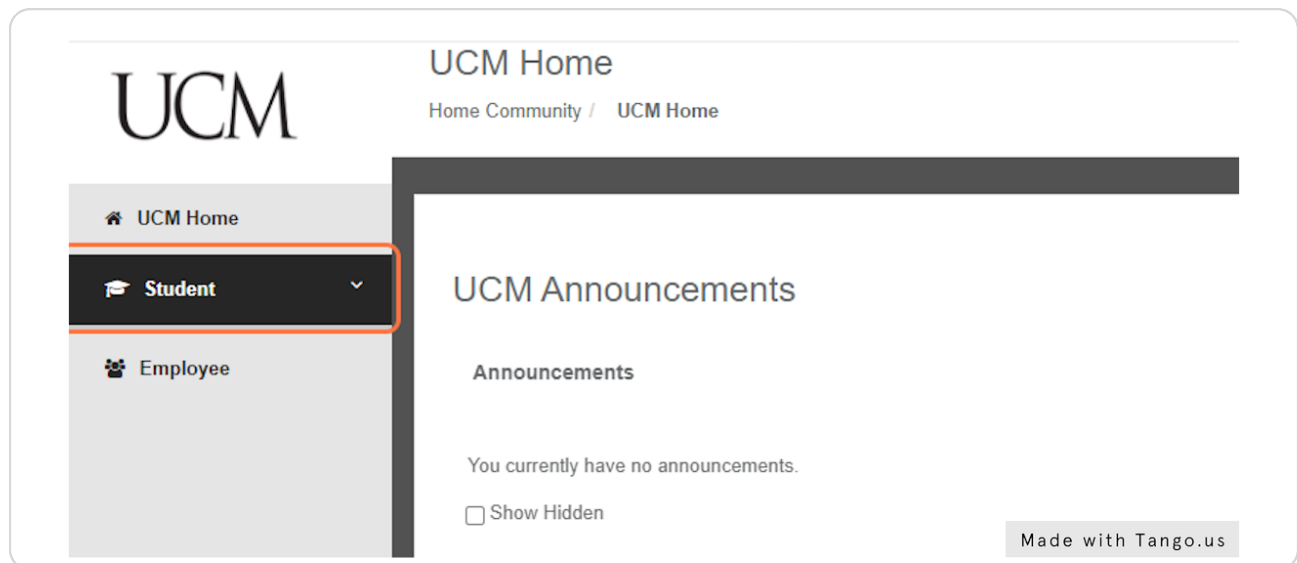
STEP 2

Click on Sign In



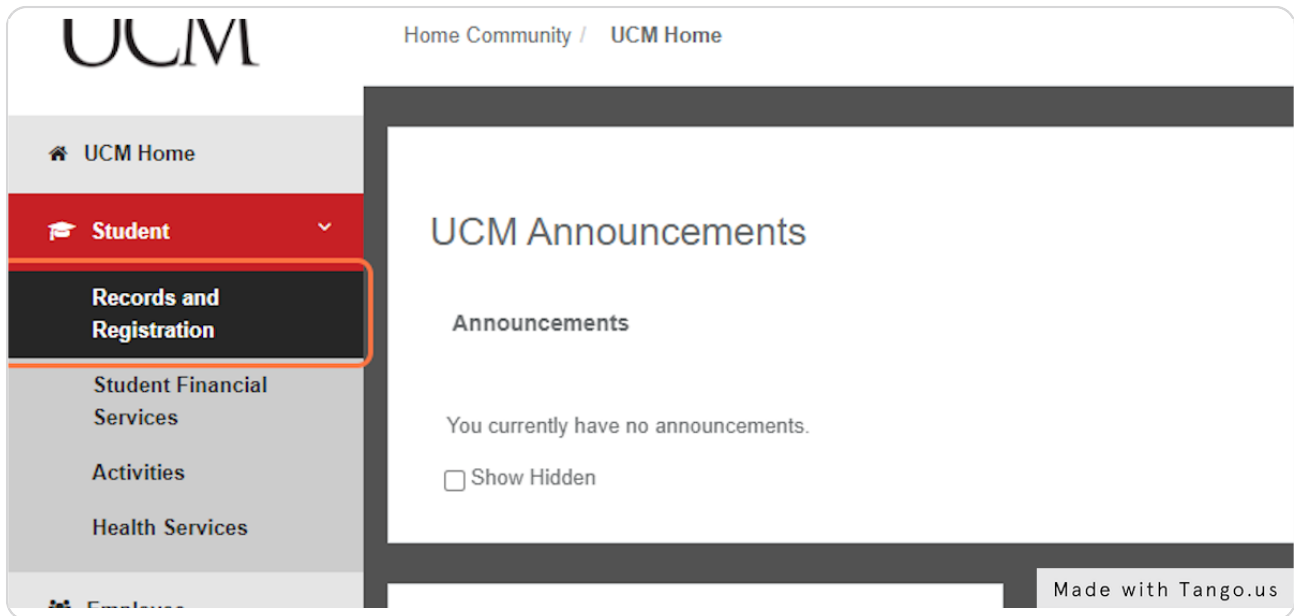
STEP 3

Click on Student



STEP 4

Click on Records and Registration



STEP 5

Click on Online Apartment Application Located in Housing Section



STEP 6

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.

Welcome to the University Apartments App

NOTE: If you do not have a housing deposit on file, you will be required to pay a deposit

Select an Apartment Term:

Applying for Term: *

Fall 2023 - Spring 2024

Next

06/03/22

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STEP 7

Review your student data and then pick your top preferences starting with 1 and enter

Rank in numerical order your apartment preferences:

1

FOSTER/KNOX (1 bedroom)

2

NICKERSON (1 bedroom)

0

THE CROSSING (2 bedroom - The Crossing is rented)

4

THE CROSSING (4 bedroom - The Crossing is rented)

0

THE CROSSING (4 bedroom Garden Apartment - The Crossing is rented)

3

TODD (1 bedroom)

0

TODD (2 bedroom)

0

GREENWOOD PARK (2 bedroom with up to 3 adults)

0

CENTRAL VILLAGE (1 bedroom)

STEP 8

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))

☐ 0 CENTRAL VILLAGE (unfurnished – 2 bedroom with up to 3 adults OR up to 2 children.)

☐ 0 CENTRAL VILLAGE (bedrooms furnished – 2 bedroom with up to 3 adults OR up to 2 children.)

☐ 0 CENTRAL VILLAGE (3 bedroom with up to 4 adults OR up to 2 adults and 4 children.)

☒ 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))

Students in Foster Knox, Nickerson, Todd(2 bedroom), Central Village, Greenwood Park, and The Crossing (2 bedroom apartments only) may opt to have a roommate of a different gender as long as it is mutual.

As a reminder, sophomores in Nickerson, Foster/Knox, and Todd apartments are **REQUIRED** to have a sophomore meal plan.

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STEP 9

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

☐ 0 GREENWOOD PARK (2 bedroom with up to 3 adults OR up to 2 adults and 2 children.)

☐ 0 CENTRAL VILLAGE (1 bedroom with up to 2 adults OR up to 2 adults and 1 child.)

☐ 0 CENTRAL VILLAGE (unfurnished – 2 bedroom with up to 3 adults OR up to 2 adults and 2 children.)

☐ 0 CENTRAL VILLAGE (bedrooms furnished – 2 bedroom with up to 3 adults OR up to 2 adults and 2 children.)

☐ 0 CENTRAL VILLAGE (3 bedroom with up to 4 adults OR up to 2 adults and 4 children.)

☒ 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))

Students in Foster Knox, Nickerson, Todd(2 bedroom), Central Village, Greenwood Park, and The Crossing (2 bedroom apartments only) may opt to have a roommate of a different gender as long as it is mutual.

As a reminder, sophomores in Nickerson, Foster/Knox, and Todd apartments are **REQUIRED** to have a sophomore meal plan.

Roommate Information:

I understand that if I do not request a roommate or if the roommate listed does not meet eligibility requirements, I will accept the apartment as a single.

Name:	UCM Student?	700# if Yes	Relationship	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18

If expecting, give approximate due date: _____

If you have any chronic ailment or disability that would require special accommodation, please reach out to the Office of _____

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STEP 10

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 Nickerson, Foster/Knox, and Todd apartments are REQUIRED to have a sophomore meal plan.

Roommate Information:

I understand that if I do not request a roommate or if the roommate listed does not meet eligibility requirements, I will accept the apartment as a single.

Name:	UCM Student?	700# if Yes	Relationship
Enter if applicable	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate

If expecting, give approximate due date:

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.

180 character(s) left

☐ I/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 \$50-\$200 may be required in Greenwood Park and Central Village, depending upon the number of students chosen for the apartment. The first deposit is due at the time of signing the Housing Agreement for a specific apartment.

STEP 11

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

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As a reminder, sophomores in Nickerson, Foster/Knox, and Todd apartments are REQUIRED to have a sophomore meal plan.

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Name:	UCM Student?	700# if Yes	Relationship	Birthdate if Dep under 18
Enter if applicable	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18
Name	<input type="radio"/> Yes <input type="radio"/> No	700# if Yes	<input type="radio"/> Dep under 18 <input type="radio"/> Roommate	Birthdate if Dep under 18

If expecting, give approximate due date:

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180 character(s) left

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STEP 12

Check and review this statement

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

Enter if applicable

180 character(s) left

☒

I/We hereby apply, subject to the terms included with this application, for such accommodations and agree to submit a \$100 security deposit (\$75 refundable) with this application as it is not valid unless accompanied by a \$100 security deposit. 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 apartment.

It should be noted that if the applicant cannot be assigned at the time of application, the application can be kept on file. If an up-to-date application is on file the applicant may be offered a unit. If the applicant fails to accept an apartment, the entire \$100 deposit is forfeited. If the applicant decides to cancel the application prior to being offered a unit, written cancellation must be received and \$75.00 will be credited to your student account. The application will be valid for the academic year listed on this application. The applicant should notify the Office of University Housing if they are 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 to submit a \$100 security deposit (\$75 refundable) with this application as it is not valid unless accompanied by a \$100 security deposit. 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 apartment.

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Next

app-page-2020

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STEP 14

Review your choices



UNIVERSITY OF
CENTRAL
MISSOURI
LEARNING TO A GREATER DEGREE

UNIVERSITY APARTMENTS

University Apartments Application

Fall 2023 - Spring 2024

Please verify your choices before submitting your application or making payment below

Your Apartment Preferences :

1. FOSTER/KNOX (1 bedroom)

2. NICKERSON (1 bedroom)

3. TODD (1 bedroom)

4. 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

I/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.

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STEP 15

Review your preferred roommated entries



UNIVERSITY OF
CENTRAL
MISSOURI
LEARNING TO A GREATER DEGREE

UNIVERSITY APARTMENTS

University Apartments Application

Fall 2023 - Spring 2024

Please verify your choices before submitting your application or making payment below

Your Apartment Preferences :

1. FOSTER/KNOX (1 bedroom)

2. NICKERSON (1 bedroom)

3. TODD (1 bedroom)

4. 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

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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

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STEP 16

Review this statement again

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

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Application Submitted: 2022-11-02 08:34:04 AM

Pay

I need to Edit my information

proof-page-2020

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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 fails to accept an apartment offered to him/her, the entire \$100 deposit is forfeited. If the applicant decides to cancel the application prior to being offered an apartment, a written cancellation must be received and \$75.00 will be credited to your student account. The application waiting list is good only for the academic year listed on this application. The applicant should notify the Office of University Housing (L23 Ellis Complex) if deciding on other housing.

Application Submitted: 2022-11-02 08:34:04 AM

Pay

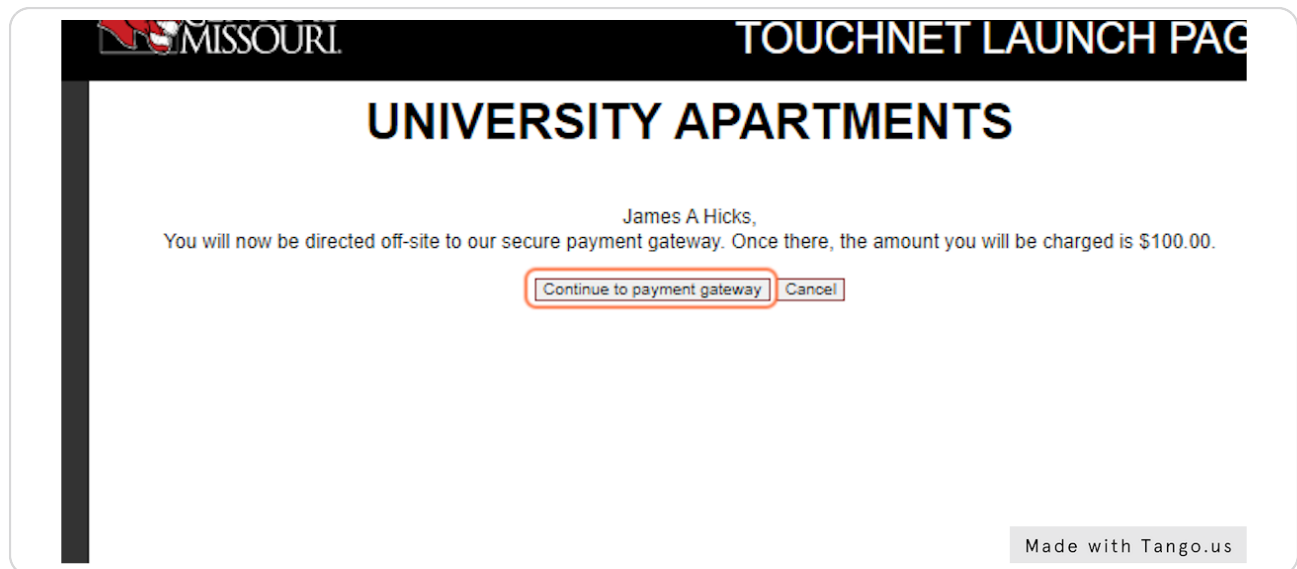
I need to Edit my information

proof-page-2020

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STEP 18

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.

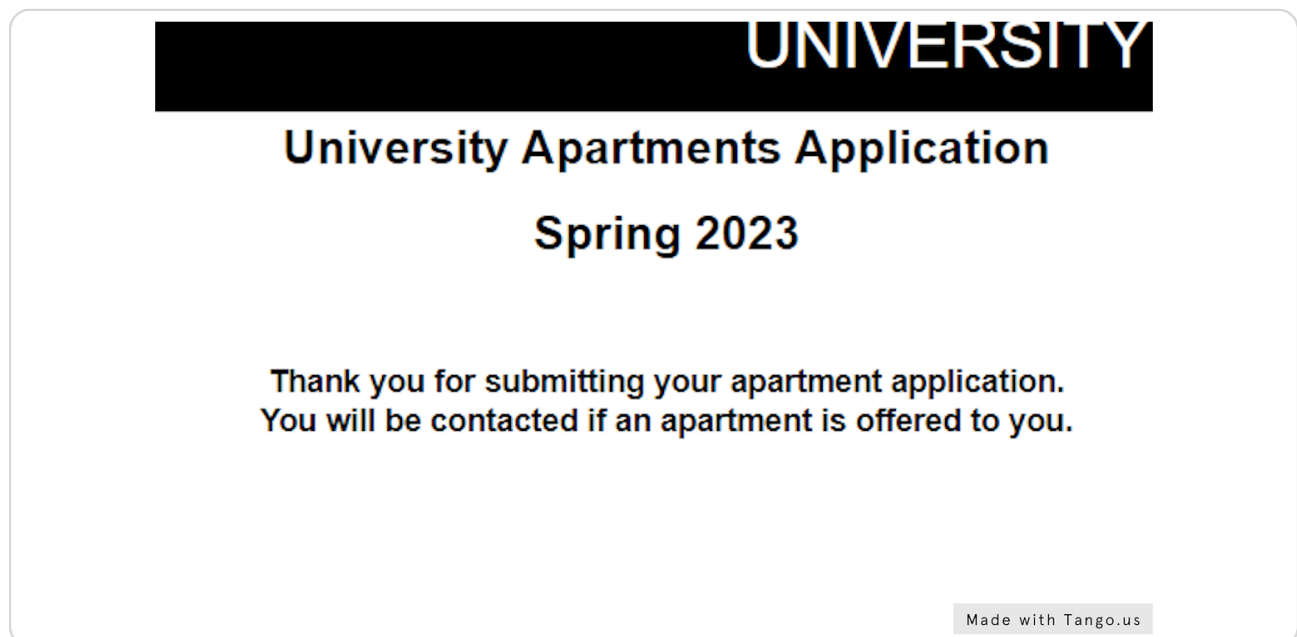


The screenshot shows a web interface for the University of Missouri. At the top, there is a black header bar with the University of Missouri logo on the left and the text "TOUCHNET LAUNCH PAGE" on the right. Below the header, the main heading "UNIVERSITY APARTMENTS" is centered. The body of the page contains the following text: "James A Hicks, You will now be directed off-site to our secure payment gateway. Once there, the amount you will be charged is \$100.00." Below this text are two buttons: "Continue to payment gateway" and "Cancel". The "Continue to payment gateway" button is highlighted with a red rectangular border. In the bottom right corner of the page, there is a small grey box with the text "Made with Tango.us".

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.



The screenshot shows a confirmation page for the University of Missouri. At the top, there is a black header bar with the word "UNIVERSITY" in white. Below the header, the main heading "University Apartments Application" is centered, followed by "Spring 2023". The body of the page contains the following text: "Thank you for submitting your apartment application. You will be contacted if an apartment is offered to you." In the bottom right corner of the page, there is a small grey box with the text "Made with Tango.us".

Questions?
Contact us at:

(660) 543-4515
housing@ucmo.edu

ucmo.edu/apartmentliving

