Welcome to Online Leasing!
Please visit:  [www.brookridgeheightsapartments.com](http://www.brookridgeheightsapartments.com)

As you scroll down under the photos of our home page, you will see a button that says “LEASING ONLINE NOW!” (this is where you will start)

The first screen will allow you to search available apartments. Please use the search options on the left-hand side to help you. *You must specify your intended move in date to see full unit availability.

Have a quote from us already? Enter the Confirmation Number of your quote into the “Have a Quote?” box and select “Find my quote”

If you have trouble finding a specific apartment you are looking for, please contact the Leasing Office at (309) 661-4545

Once you have chosen the specific unit you are interested in leasing, you now have the option to choose what lease term you would like.

Our flexible leasing allows us to offer you 1 - 15 month leases, depending on your preference. Each lease term will have the monthly rent rate listed next to it.

Once you have chosen your lease term, select Continue

To continue the Online Leasing process, we will need to know some more about you!

This will also help us if an issue arises and we need to contact you to resolve it.

Once you have entered your contact information, select Continue to begin customizing your apartment!
Customize your new home – this is where you will add a garage to your lease if you choose. You will also be able to see your monthly water charge. Just click on **Continue** when you are ready to move on to the next screen.

Add your pet(s) to your account – Please remember that we have specific pet friendly buildings. If you have any questions, please contact the Leasing Office to help.

Each pet will have:

- $300/pet non-refundable pet fee
- $10/month pet rent per pet

Each pet will need to be 35lbs or under.

Vet records will need to be on file and approved by the office.

Once you have chosen your unit, lease term, and customized your specific apartment – it’s time to apply!

This page will be a summary of all the choices you have selected along your journey. Please review these carefully before selecting “Apply” at the bottom of the screen.

If you see something you want to change, simply select “Customize” to get back to the screens/options before.
Now you are in the “Apply” section of the Online Leasing process –

Please use this screen to add additional leaseholders, residents and/or co-signers.

- Please list other residents as:
  - Adult Co-Head of Household: If they are going to be a leaseholder. Both credit & criminal background checks will be completed.
  - Please do not select the Roommate or Spouse options (see below)

Any residents that will be occupant(s) only, or anyone under the age of 18 residing in the apartment – please contact the Leasing Office for additional assistance.

Please use this screen to enter personal information – this will be the details pulled for your credit and background checks, so please verify carefully that all information is correct.

We will need you to show proof of income within 48 hours of your application being processed and accepted.

Select Continue when ready to move on.

Read and Accept Agreements –

When you accept these consent forms, we will begin the process of completing background and credit checks.

Select Save & Continue when ready to move on.

The next screen will ask for payment for:

- Application Fee ($40/leaseholder)
- Deposit to secure apartment
  - $250 non-refundable redecoration fee
  - $250 refundable security deposit

Occupants over the age of 18 will need to be screened separately (this process is completed in the Leasing Office) and each occupant will be charged $20 for the background screening.