



Please **PRINT** and complete out this form and email a copy to [info@themillsrbc.com](mailto:info@themillsrbc.com)  
**DO NOT** fill out using a computer.

## Instructions for Apartment Application

We are so excited you have chosen to apply at The Mills at Riverbend Commons Apartments! Please complete the attached Application Packet. Return completed paperwork to [Leasing Office 2900 River Drive, Moline, IL 61265](#) with a check or money order for the Application Fee(s). The Application Fee is \$40 per person (electronic processing fees may apply). Please note, Co-Signers must be processed in the same manner as applicants.

**1.) Applicant Requirements** – We will need the attached **Housing Application** signed and returned to the leasing office with a **\$40 Application Fee, payable to QC Liquidation, LLC**. Please print legibly and do not leave any blanks.

**2.) Co-Signer Requirements** – In the event you will need a Co-Signer/Guarantor to be approved, your Co-Signer must complete the **Guaranty of Resident Obligations** and return the form notarized before we can accept it for processing. Please return completed form with a \$40 Application Fee (\$80 total), payable to QC Liquidation, LLC.

### **DO I NEED A CO-SIGNER/GUARANTOR?**

A Guarantor is somebody who can guarantee that your rent will be paid in full and on time in case you are experiencing financial difficulty. If you do not meet the state age requirements or the required credit/financial requirements, The Mills will require you to find a qualifying Guarantor.

**3.) International Applicants** – We will need the attached **Housing Application** submitted with copies of a valid VISA and Passport. We're unable to process International Applicants without a US Government Social Security number at this time. Please return application with a \$40 Application Fee. Please note, if your VISA expires before your requested lease-end date, we are unable to sign a lease past the expiration date. You may re-apply when you receive your new VISA.

**4.) Verification** – In order to protect and identify the identity of those applying, we will need copies of the following documents from each applicant and co-signer:

- **Valid Government or State ID**
- **Social Security Card or Birth Certificate**
- **Proof of income (i.e. most recent paystubs from the past 30 days)**  
\*If Co-signer is needed, income verification is required by the Guarantor.

**5.) Screening Process** – Once the Application Fee(s) have been paid and all paperwork has been turned in, Applicant(s) will receive an email from **TransUnion SmartMove** [smartmoverequest@mysmartmove.com](mailto:smartmoverequest@mysmartmove.com) requesting a credit and criminal check from The Mills at Riverbend Commons. Please follow the link provided on the email to complete your online application. Please check your spam folder if you do not receive email!

To begin securing your spot, we will need your application processed as quickly as possible! As we continue to lease up, our rental rates, current specials, and floor plan availability can change regularly. Please make sure to read over the Application documents carefully and complete everything thoroughly, as we cannot process incomplete paperwork.

If you have any questions, please don't hesitate to contact us. We look forward to having you join our community!

-The Mills at Riverbend Commons

*\*Please note that availability can change daily. Rates and dates cannot be fully guaranteed until a contract is signed. Per our policy, you have a 3-day deadline to sign your contract after being approved. First month's rent is due at lease signing as well as any applicable deposits or fees that are required for you to be approved. If you sign within 7 days of moving in or if you are paying your lease in full, payments may only be accepted in certified funds.*

The Mills at Riverbend Commons is an Equal Housing Opportunity Community.  
If the above qualifications are not met, your Application and/or Housing Contract will be subject to denial.





Please **PRINT** and complete out this form and email a copy to [info@themillsrbc.com](mailto:info@themillsrbc.com)  
**DO NOT** fill out using a computer.

Thank you for applying to live with The Mills at Riverbend Commons! To obtain residency in our community, each Applicant must meet the following rental criteria. Before you fill out an application, please read the following requirements. The term "Applicant" under these criteria means the person who will be signing the Housing Contract as the "Resident." The term "Guarantor" in these criteria means the person who will sign the Guaranty of Resident Obligations.

These are our current Rental Qualifying Guidelines and nothing contained in these requirements shall constitute a guarantee or representation that all Residents currently residing in the community, including the roommates that will occupy the Unit with any Resident, have met these requirements. There may be Residents or occupants who have applied to reside in our community prior to this requirement going into effect. We are not responsible and assume no duty for obtaining criminal history checks on any residents, occupants, guests, or contractors in the Community.

#### **INCOME REQUIREMENT**

**The Applicant must earn an annual gross income equal to three (3) times the total rent and must have qualifying credit history.** If the Applicant cannot prove income (i.e. provide pay stubs, tax records or other documents proving income) and does not meet the qualifying credit history, then the Applicant must have a Guarantor sign a Guaranty of Resident Obligations. The Guarantor must meet these income requirements. In the event that no or insufficient credit history is obtained, the Applicant may be required to pay an additional deposit set-forth by the Owner. Any Applicant or Guarantor who does not have a social security number must pay a deposit set-forth by the Owner. In the event the Applicant submits an executed Housing Contract but does not submit an executed Guaranty of Resident Obligations as and when required by Owner, Owner shall have the right to require the Applicant to honor its obligations under and comply with all obligations of the Housing Contract.

#### **CRIMINAL HISTORY**

The Applicant must never have plead guilty; plead no contest; received probation, deferred adjudication, court-ordered community supervision or pre-trial diversion for a felony (whether or not resulting in a conviction). The Applicant must never have been convicted; plead guilty; plead no contest; received probation, deferred adjudication, court-ordered community supervision or pre-trial diversion, or a pending charge that has not yet been resolved for a misdemeanor involving violence or sexual misconduct (whether or not resulting in conviction). The Applicant must not have been asked or ordered by a representative of any government to leave the U.S or any other country.

#### **RENTAL HISTORY**

The Applicant and Guarantor must not have been evicted by a previous landlord and must not have any outstanding balances to a previous landlord. If outstanding money is owed, the Applicant must show a receipt as proof of payment before being accepted.

#### **OCCUPANCY CRITERIA**

Our occupancy standard is one person per bedroom unless otherwise designated by the Community. One child the age of two years or less is allowed to share the bedroom with the parent, legal guardian, or a person in the process of obtaining custody. It is the responsibility of the Applicant to notify Owner of any additional occupants at the time the application is made.

#### **APPLICANT REQUIREMENTS**

Applicants must meet age requirements of state law to apply. Applicants who do not meet state age requirements must have a Guarantor co-sign the contract. We are unable to process international applications without a valid US social security number.

I certify all of the information I provide on the application paperwork is true and complete. I acknowledge that false information herein may constitute grounds for rejection for this Application, termination of right of occupancy and non-return of fees and deposits.

I hereby authorize Owner to use reasonable and necessary means, including any credit reporting agency, current and previous employer, current and former landlord, law enforcement agency, any check authorization agency, and state employment security agency, to release all information any of them may have about me. I hereby release all of these parties, including but not limited to the Owner and any agency designated by Owner, from any liability in connection with release of such information. I hereby authorize Owner to obtain and hereby instruct any credit reporting agency designated by Owner to furnish a credit report under The Fair Credit Reporting Act to Owner to use such credit report in attempting to collect any amounts due and owing under the Housing Contract or the Guaranty of Resident Obligations or for any other permissible purpose.

I hereby pay to Owner a Non-Refundable Application Fee for processing this Application. I acknowledge the Non-Refundable Application Fee shall not be refunded for any reason. I understand that without an executed Housing Contract that any rental quotes or concessions/specials previously discussed may no longer be available. In order to secure my bedspace and/or apartment, regardless of a rental concession or not, I must have an approved application and a signed Housing Contract by both the Resident and Owner.

If I cannot prove income and/or do not meet the qualifying credit history, I will obtain a Guarantor who will sign a Guaranty of Resident Obligations. In the event that no or insufficient credit history is obtained, the Applicant and/or Guarantor may be required to pay an additional amount of pre-paid rent and/or deposit. In the event I submit an executed Housing Contract but do not submit an executed Guaranty of Resident Obligations as and when required by Owner, Owner shall have the right to require me to honor my obligations under and comply with all obligations of the Housing Contract.

By signing below, I represent that I have read and agree to all provisions of this Application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

The Mills at Riverbend Commons is an Equal Housing Opportunity Community.

If the above qualifications are not met, your Application and/or Housing Contract will be subject to denial.





Please PRINT and complete out this form and email a copy to info@themillsrbc.com DO NOT fill out using a computer.

PERSONAL INFORMATION \*A copy of a State or Government Issued ID (ex: Driver License) required along with application.

Full Legal Name of Applicant: \_\_\_\_\_ Gender: \_\_\_\_\_

Current Address Street: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address Street: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Email: \_\_\_\_\_ How did you hear about us? \*\*If someone referred you please list their name. \_\_\_\_\_

Anticipated move in date \_\_\_\_\_ Desired lease term \_\_\_\_\_

Desired floorplan \_\_\_\_\_ Will you require parking? \_\_\_\_\_

Please list other occupants to reside in your apartment under your Housing contract (if applicable):

\*Application needed for anyone over the age of 18 years old.

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship: \_\_\_\_\_
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship: \_\_\_\_\_
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship: \_\_\_\_\_

EMPLOYMENT INFORMATION \*Please provide the last 30 days of income verification from current employer (ex: paystubs)

Present Employer \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Income \_\_\_\_\_ Length of Employment \_\_\_\_\_ Position / Title \_\_\_\_\_

GUARANTOR/CO-SIGNER INFORMATION \*Required if unable to meet credit/income guidelines

Guarantor Name \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email \_\_\_\_\_ Evening Phone: \_\_\_\_\_

The Mills at Riverbend Commons is an Equal Housing Opportunity Community. If the above qualifications are not met, your Application and/or Housing Contract will be subject to denial.





Please PRINT and complete out this form and email a copy to info@themillsrbc.com DO NOT fill out using a computer.

CRIMINAL BACKGROUND

Have you ever been convicted; plead guilty; plead no contest; received probation, deferred adjudication, court-ordered community supervision or pre-trial diversion for a felony (whether or not resulting in a conviction)?

Have you ever been convicted; plead guilty; plead no contest; received probation, deferred adjudication, court-ordered community supervision or pre-trial diversion for a misdemeanor involving violence or sexual misconduct (whether or not resulting in conviction)?

RENTAL HISTORY \*Rental reference may be required.

- 1. Have you ever been evicted or asked to move out from a previous landlord?
2. Do you currently owe any outstanding balance (s) to a previous landlord?

EMERGENCY CONTACT INFORMATION

Do you have any know allergies?
In case of emergency notify: Relationship:
Phone Number: Email:

Do you give the above person permission to access your apartment and/or request welfare check in the event of an emergency? Yes No

ACKNOWLEDGEMENTS

- 1. I understand that The Mills Apartments is a 100% smoke-free facility. I nor my guests will smoke indoors i.e. apartments or common areas. I understand that all smoking is prohibited, including but not limited to cigarettes, vaping, marijuana or any other substance. Failure to abide by policy will result in immediate evection. Please initial
2. I understand that The Mills Apartments is a 100% pet-free facility. I nor my guests will bring animals on-site, indoors or outdoors. Failure to abide by policy will result in immediate evection. Please initial

I certify all of the above information is true and complete. I acknowledge that false information herein may constitute grounds for rejection for this Application, termination of right of occupancy and non-return of fees and deposits.

I hereby authorize Owner to use reasonable and necessary means, including any credit reporting agency, current and previous employer, current and former landlord, law enforcement agency, any check authorization agency, and state employment security agency, to release all information any of them may have about me. I hereby release all of these parties, including but not limited to the Owner and any agency designated by Owner, from any liability in connection with release of such information. I hereby authorize Owner to obtain and hereby instruct any credit reporting agency designated by Owner to furnish a credit report under The Fair Credit Reporting Act to Owner to use such credit report in attempting to collect any amounts due and owing under the Housing Contract or the Guaranty of Resident Obligations or for any other permissible purpose.

I hereby pay to Owner a Non-Refundable Application Fee for processing this Application. I acknowledge the Non-Refundable Application Fee shall not be refunded for any reason. Processing fees are required in the event Application Fee is paid with a debit/credit card.

I hereby pay to Owner a Non-Refundable Administration Fee for processing the Housing Contract. I acknowledge that this fee does not assure me of a Housing Contract or bedroom. In the event a bedroom cannot be leased to Applicant or if the Application is not approved, the Non-Refundable Administration Fee will be refunded. If the Application is withdrawn within 72 hours after signing this Application, the Non-Refundable Administration Fee will be refunded. In order to withdraw this Application, I must provide written notice to Owner and such notice will only be effective on the date Owner actually receives such notice. If I do not enter into the Housing Contract for any reason, the Non-Refundable Administration Fee will be retained as liquidated damages by Owner.

If I cannot prove income and/or do not meet the qualifying credit history, I will obtain a Guarantor who will sign a Guaranty of Resident Obligations or may be required to pay additional deposit and/or pre-paid rent. In the event I submit an executed Housing Contract but do not submit an executed Guaranty of Resident Obligations as and when required by Owner, Owner shall have the right to require me to honor my obligations under and comply with all obligations of the Housing Contract. All applicants must be 18 years of age or older to apply for housing. By signing below, I represent that I have read and agree to all provisions of this Application.

Applicant Signature: Date:

Guarantor Signature: (If Applicant under 18 years of age) Date:

The Mills at Riverbend Commons is an Equal Housing Opportunity Community. If the above qualifications are not met, your Application and/or Housing Contract will be subject to denial.

