



# COMPLETE THESE STEPS TO RESERVE YOUR SPACE AT DWIGHT LOFTS!

Everything is online!



**1. APPLY:** Go to [DwightLofts.com](http://DwightLofts.com), complete the application, and pay a non-refundable \$30 application fee. If your application isn't immediately approved please allow 3-5 business days once we receive your application for processing.



**2. SIGN YOUR FLOORPLAN LEASE AGREEMENT:** If your application was automatically approved, you will immediately be able to sign your floorplan lease agreement and pay your \$250 security deposit. Your housing contract will not be complete without the rent pre-payment.



**3. INVITE GUARANTOR:** During your application process the system will ask if you are applying with a guarantor. You will provide the guarantor's name and email address and they will get a link to complete the guarantor application and sign the guarantor form. If you are unable to provide a guarantor, and cannot get approved through our online application on your own, you may be approved to pay your summer housing in full prior to moving in..



**4. GUARANTOR APPLIES AND SIGNS:** Guarantor will receive an email with a link to complete an application. After submitting the application, guarantor will be able to sign the guarantor form immediately if they're approved. If applying with a guarantor, your space is not reserved until your guarantor completes their application and signs the guarantor form.



**5. CONFIRMATION:** Once we receive a signed license agreement, \$250 security deposit, and completed guarantor documents or approval based on you paying the full balance of your summer housing prior to move-in your space is now confirmed and held. There is no cancellation policy and you are now committed to your summer lease.



**6. PAY FIRST INSTALLMENT:** The first installment is due no later than your move-in day. You may use the Dwight Resident Portal at [DwightLofts.com](http://DwightLofts.com) to pay online at up until 3 days prior to move-in. If paying, within 3 days of move-in or on your lease start date then we will only accept certified funds (money order or cashiers check)



**7. ROOMMATE ASSIGNMENTS:** Unfortunately, our system does not let you find your own roommates, but we use the information in your application to place you. If you have preference of who you would like to live with, you can enter that information during the application or contact us to have it added to your account. Roommate preferences are preferences and subject to availability. All roommate preferences are due by April 1<sup>st</sup>



**8. RECEIVE ROOMMATE INFORMATION EMAIL:** You will receive an email with your roommates' name and email address during the first week of April. This email also includes information about moving-in



**9. SIGN YOUR UNIT SPECIFIC LEASE:** Once we have placed you in your unit in our housing management software and then generated your unit specific lease, you will need to sign this document prior to moving-in. You can electronically sign this document by going to [DwightLofts.com](http://DwightLofts.com) and clicking on Apply Now and then clicking the "Sign In" to log into your application portal. There you should have documents awaiting signature



**10. MOVE IN!:** We are excited to welcome you to your new home for the summer in Chicago! Your move-in time will be included in email communications and it is important you show between 9am and 5pm, as it is a very busy and exciting day. If you aren't moving in on your lease start date or after 5pm please email or call us to make arrangements at 312.588.1234 or [info-dwightlofts@sterlinghousing.com](mailto:info-dwightlofts@sterlinghousing.com)

