



CORPORATE LEASING POLICY

MALLARD LAKE APARTMENTS OFFERS TWO (2) TYPES OF CORPORATE LEASES WITH DIFFERENT MINIMUM LEASE TERM REQUIREMENTS.

IN-HOUSE CORPORATE UNIT

- Current corporate apartments
- Minimum 30-day lease term on all current furnished corporate units
- In-House corporate units include free basic cable

OUT-SOURCED CORPORATE UNIT

- Any unit available
- Minimum 3-month lease term for ordered corporate units
- Furniture will be ordered from Brook Furniture

CORPORATE HOUSING OPTIONS

THE GENEVA

- \$1825 per month
- Security Deposit = \$1825 (One month's rent)
- One Bedroom/One Bathroom
- 800 square feet

THE SUPERIOR

- \$1995 per month
- Security Deposit = \$1995 (One month's rent)
- Two Bedroom/Two Bathroom
- 1,000 square feet

All corporate units are fully furnished and include, but are not limited to, the following:

- All home furnishings, including couch, dining table, bed, dressers, mirrors, etc.
- Linens (bedding and towels)
- Kitchenware (pots and pans, dishes, glasses, cookware, silverware, etc)
- Electric utilities up to \$100 (resident is responsible for any additional utility charges exceeding \$100)
- Free basic cable

In-House Corporate Units may be available for viewing if they are vacant. All other units will not be available for viewing until the day of move in due to furniture delivery.

ITEMS NEEDED TO APPLY AND MOVE-IN

- All leaseholders must be 21 years of age or older.
- All applicants need to submit a \$100 application fee and completed application with the leaseholders' verifiable information. This can be an individual or a company.
- The \$100 application fee and security deposit must be paid to reserve the apartment. No apartment will be held without a completed deposit receipt form, a completed application, and payment for the \$100 application fee and holding deposit. The first month's rent is due when the keys are picked up.
- The leaseholder is to pay a security deposit equal to one month's rent.

MALLARD LAKE APARTMENTS
Live Smart at Mallard Lake!

- If the unit will be held in a company’s name or in an individuals’ name that is not available to sign in person, all paperwork must be notarized and handled via fax or mail. Otherwise, a letter of direction can be forwarded with notary signature and a representative may sign all paperwork in person, in the leasing office.
- All occupants are to submit a \$20 application fee and a completed application for each occupant not on the lease who is over 18 years of age. This fee covers a mandatory criminal background check.
- Two parking stickers per apartment will be issued at the time of move in.

SPECIALTY ITEMS

If applicant should need any specialty items, such as a desk, a larger bed, or larger TV, you may request these items for an additional cost. Please contact your Mallard Lake Corporate Housing Coordinator at (847) 398-1200 for further assistance.

** The corporate housing coordinator will contact Brook Furniture with any special requests.*

MALLARD LAKE AMENITIES

- Outdoor heated swimming pool
- Tennis and basketball courts, and children’s playgrounds
- User-friendly fitness center open 5am to 10:30pm
- Spacious clubhouse with fully equipped kitchen for a private party or event rental
- 24-hour emergency maintenance service
- Professional and courteous staff to assist you with all your needs
- Package acceptance in the leasing office
- Incoming and outgoing fax service
- Free after-hours apartment lock out service

I/We agree to all of the above terms and conditions and hereby acknowledge that I/we are responsible upon the day of move-in to inspect the assigned apartment to verify that all items indicated on the inventory slip are present and in working order. I understand that I am to notify management immediately of any items are not present or any items do not work upon move-in. All other terms outlined in the lease as well as all community rules including parking, patio/balcony, pool, fitness center, etc. will be present with the lease at time of move in for signature. Please ask your agent if you would like to see the additional paperwork in advance of submitting an application.

Leaseholder Date

Leaseholder Date

Mallard Lake Representative Date