

GRANVILLE TOWERS

ONLINE LEASING PROCESS

We have an online leasing system which allows you to complete the application and digitally sign the lease. Your parent/guardian completes the guarantor documents online as well.

HERE'S HOW IT WORKS:

1. Student applies online at **www.granvilletowers.com** (click "Lease Online" on the top left side of the page). Once the student completes the online application, a box should pop up which takes the student into e-signing the lease agreement. If the student closes out of the application before the box pops up, the student should search her/his email inbox for a message from no-reply@on-site.com.
NOTE: Every applicant pays a one-time, non-refundable application and service fee of \$50. It is important to note that this is not a deposit; it is simply a fee for paperwork processing. No room and board payments are due until July 1.
2. Student e-signs the lease. Once s/he has initialed all pages, a box will pop up and ask the student to invite her/his parent/guardian to apply to serve as the guarantor. The student will enter parent/guardian's first and last name and email address.
NOTE: We have heard from some students that the box did not pop up for them. If this happens, please email Allison at granvilletowerslmm@greystar.com and she can manually initiate the next step.
3. The online leasing software will send an email to the parent/guardian with a link that says, "Apply now." If the parent cannot locate the link to apply, s/he should search her/his email inbox for a message from no-reply@on-site.com. The parent will follow the instructions in the email to submit the guarantor application. Once their information is entered into the guarantor application, the software will ask them if they are ready to e-sign the Parental/Sponsor Guaranty. It will automatically take them to this page. NOTE: If the software does not automatically take you to this page, please email Allison at granvilletowerslmm@greystar.com and she can manually initiate the final step.
4. The parent will read through page 13 of the lease, which is also known as the "Parental/Sponsor Guaranty." The parent will e-sign this page. The software will notify our Sales Office that this step has been completed.
5. The Sales Office will go into the leasing software and review the lease documents. After verifying space exists for the applicant, the Leasing Manager will e-sign the lease documents and this will formally execute the lease. **A formally executed lease is a binding contract and guarantees that a space has been reserved for the student.**
6. Within 1-2 weeks of completing Step 5, the student and parent should receive a detailed Welcome email from the Sales Office that discusses parking permit sales, roommate and suitemate matching, move-in dates, how to pay, and more.

If you have any questions whatsoever, please don't hesitate to contact us!