



How to make a payment at Granville Towers

Granville Towers does not bill or invoice.

Residents and parents must follow the payment schedule listed on page two of the lease agreement.

Examples of how your payment schedule appears on your lease agreement*:

3. **RENT AND ADDITIONAL CHARGES.** Your "Rent" for the Term is **\$12,312.00** (plus incidental additional charges as identified in this Lease and applicable sales taxes). It is payable in 9 Equal Installments of **\$1,368.00**. Your installment schedule is due as follows:

9 installments total. The first payment is due on 7/1/2019. Every subsequent payment will be due on the first of each month beginning on 9/1/2019 and ending 4/1/2020.

3. **RENT AND ADDITIONAL CHARGES.** Your "Rent" for the Term is **\$10,014.00** (plus incidental additional charges as identified in this Lease and applicable sales taxes). It is payable in **Two, (2)** equal installments of **\$5,007.00** payable as follows; the first installment due on **July 1, 2019**, with remaining installments due on or before the **1st** day of each month beginning **December 1, 2019**

The breakdown of your regular installments is:

PAYMENT	DUE DATE
\$5,007.00	7/1/2019
\$5,007.00	12/1/2019

Total Rent: **\$10,014.00**

*PLEASE NOTE: The images above are a **sample only** and do not reflect your individual lease terms.

A copy of your lease agreement was sent to the resident and guarantor via email from the Granville Towers Leasing Office after we countersigned with the subject heading, "Welcome to Granville Towers!" If you need another copy of your lease, please request this through the Leasing Office at granvilletowerslease@greystar.com.

NOTE: If your rent is not paid by 5 PM on the fifth (5th) day of the month, your rent is late and you will be charged \$45.00 in addition to your Rent. Post-dated checks will not be accepted. If you choose to make an electronic payment, transaction fees may apply.

Granville Towers has several payment methods available:

- The Business Office located in the West Tower accepts cash, check, cashier's check and money order payments. The Business Office hours are Monday – Friday from 8:00am to 5:00pm.
- For your added convenience, a secure after-hours drop box is available for check, money order, and cashier's check payments. The drop box is located on the door to the Business Office. Please make sure



to put your payment in an envelope before placing in the drop box. Cash is not accepted. The resident's full name must be on the memo line of the payment.

- Check payments need to be made payable to **Granville Towers** and can be mailed to **2100 Granville Towers Ln South, Chapel Hill, NC 27514**. Please put to the attention of the Business Office. The resident's full name must be on the memo line.
- eCheck and credit/debit card payments can be made on our website www.granilletowers.com by clicking on **RENT PAYMENT & WORK ORDERS** in the upper left-hand corner. You will log in to the resident portal (accessible by both resident and guarantor). Processing fees will apply for credit/debit card transactions. There are no fees if you pay with an eCheck (ACH certified account; standard checking). Below is the fee schedule.

-eCheck/ACH: Free

-Visa, MC, Disc, AMEX: \$3.50 +2.95% of amount paid

ONCE LOGGED IN; CLICK PAYMENT TAB

Menu Dashboard **Payments** Maintenance Messages Documents Hi, [redacted]

Payments

Balance Due [redacted]

Scheduled Payments Make a Payment

SELECT THIS OPTION TO SETUP A RECURRING PAYMENT

SELECT THIS OPTION TO MAKE A ONE TIME PAYMENT

The screenshot shows the 'Payments' tab selected in the navigation menu. Below the navigation, there is a 'Balance Due' section with a redacted amount. To the right, there are two buttons: 'Scheduled Payments' and 'Make a Payment'. Red circles and arrows highlight these buttons, with text boxes explaining their functions: 'SELECT THIS OPTION TO SETUP A RECURRING PAYMENT' points to 'Scheduled Payments', and 'SELECT THIS OPTION TO MAKE A ONE TIME PAYMENT' points to 'Make a Payment'.

- Please note that if you choose to use your personal bank's online bill pay feature, you must send your payment well in advance of the due date to ensure it will be received on time. We are not electronically linked to any banking system.

If you have any questions about your payment, please contact Megan Hess at granilletowersRSM2@greystar.com.