

# Granville Towers Waitlist Process

Although we are currently at full capacity for 2017-18, availability at Granville Towers will continue to fluctuate as students make final college decisions. We encourage you to apply and complete the lease process so that you are placed on our waitlist. We will not execute the lease until space becomes available so you will not be bound to lease terms.

## Here's how the waitlist works:

1. Student applies with a paper application or online at [www.granvilletowers.com](http://www.granvilletowers.com). **ONLINE:** Once the student completes the online application, a box should pop up which takes the student into e-signing the lease agreement. **PAPER:** Leasing staff enter information from paper application into online leasing software. Staff sends link to student to e-sign the lease.
2. Student e-signs the lease. Once s/he has initialed all 11 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.
3. The online leasing software will send an email to the parent/guardian with a link that says, "Apply now." 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.
4. The parent will read through page 12 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. We will receive a notification as soon as all steps above are complete and will log the student's name along with the time and date that the final step was completed to our waitlist. Because space is currently full, we will not execute the lease. This means you are **NOT** under any financial obligation. However without your signed portion of the lease, you will not advance on the waitlist.
6. When a cancellation is received, the leasing staff will contact the student on the top of the waitlist and give them 24 hours to reply if they want a spot in Granville or not. If the spot is accepted, the Leasing & Marketing Manager will execute the lease. If not, she will move on to the next person on the waitlist.

If you have any questions about this whatsoever, please don't hesitate to speak with Allison in the Leasing Office!