

Granville Towers Leasing Process March 15-27

While we upgrade our leasing software, we have a manual process for submitting your application.

Here's how it works:

1. Student and guarantor complete a paper application, which can be downloaded from our website, www.granvilletowers.com, under the "For You" section. It is linked under the "Leasing Info" header. Once you have completed the form, email it to granvilletowerslease@greystar.com as an attachment. Leasing staff will enter information from paper application into online leasing software. Staff sends a link (via On-Site.com) to student to e-sign the lease. A separate link is sent to the parent/guardian (via On-Site.com) to e-sign the guarantor portion of the lease. Please note there is a one time, non-refundable \$50 application and service fee to get the process started.
2. Student e-signs the lease coming from On-Site.com. Once s/he has initialed all pages, a box may pop up and ask the student to invite her/his parent/guardian to apply to serve as the guarantor. The student should disregard this box.
3. The parent will receive a link via email from On-Site.com to access the Parental/Sponsor Guaranty. The parent will e-sign this page. The software will notify our office that this step has been completed.
4. The Leasing Office will go into the leasing software and review the lease documents. After verifying space exists for the applicant, the Leasing Manager or General 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.**
5. Within 1-2 weeks of completing Step 4, the student and parent should receive a detailed Welcome email from the Leasing Office (granvilletowerslease@greystar.com) that discusses parking permit sales, room- and suitemate matching, and more.

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