

Granville Towers Online Leasing Process

We have an online leasing system which allows you to complete the application and digitally sign the lease on your smart phone, tablet, or computer! Your parent/guardian completes the guarantor documents online as well!

Here's how it works:

1. Student applies with a paper application or online at 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. If the student closes out of the application before the box pops up, the student should search his/her email inbox for a message from no-reply@on-site.com. **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 ten 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." If the parent cannot locate the link to apply, he/she should search his/her 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.
4. The parent will read through page 11 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 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.
6. Within 72 hours of completing Step 5, the student and parent should receive a detailed Welcome email from the Sales Office that discusses parking permit sales, room- and suitemate matching, and more.

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