

ONLINE LEASING PROCESS

HERE'S HOW IT WORKS:

- 1:** To apply, navigate to granilletowers.com and click **Lease Online** on the top left of the page. The STUDENT will create a profile and navigate through the application steps with their information. **(Please note: The Parent/Guardian will receive an invitation to complete their own application once the student submits their contact information. Granville Towers has a \$50 Non-Refundable App & Service Fee. This is simply a processing fee and not a deposit for housing. We do not require deposits.)**
- 2:** The student will select the lease term, choose a room type & meal plan, pick a payment schedule, and complete the Basic Information section. **If you do not know your Student ID (UNC PID) yet, please enter zeroes.**
- 3:** Next, the student will fill out the Permanent Address section, followed by the General Questions section at the bottom of the page. From there, they will complete the Demographics and Interests sections on the following page. (While this page indicates that it will ask roommate matching questions, it does not. Roommate matching processes are handled outside of the leasing software.)
- 4:** The student will input their Parent/Guardian's name, email address, phone number, and date of birth. **NOTE: Your application is NOT complete until your Parent/Guardian completes the guarantor application. Once you enter this information, s/he will receive an email from granilletowersmgr@greystar.com to complete their own application. Please check your SPAM if you do not receive this email. It is critical that the student enter the Parent/Guardian's email address correctly; otherwise they will not receive the invitation.**
- 6:** Next, the student fills out the "Contacts" section.
- 7:** Lastly, the "Summary" Page will detail the full list of complete or incomplete steps. You are able to go back and edit or complete those sections from this page using the tabs. Be sure to click "Save" once edited. Scrolling down, please review and read the Policy Documents and initial and sign the page by entering your name exactly as it appears at the bottom.
- 8:** On this page, please fill out the "Payment" section for the card you would like to use to pay the non-refundable App & Service Fee, input your "Billing Address" information below, agree to the Terms & Conditions and click "Pay & Finish".
- 9:** Once both the student and guarantor complete their applications, we will generate and send **BOTH** individuals the lease. The Student and guarantor will both need to e-sign the lease documents. Once each have signed, our Leasing Office will be notified your lease is complete.
- 10:** After verifying space exists for the applicant, the Leasing Manager will e-sign the lease documents and formally execute your lease. **A formally executed lease is a binding contract and guarantees that a space has been reserved for the student.**
- 11:** Within 1-2 weeks of completing step 10, the student and guarantor should receive a detailed "Welcome" email from the leasing office with your lease attached and important information regarding parking permit sales, RoomSync, move-in dates, how to pay, and more!

If you have any questions whatsoever, please do not hesitate to contact us at 919-370-4500, Granilletowerslease@greystar.com, or visit the "Contact Us" page on our website.