

Account:

1- Go to **thegrand.rentals** (www or .net or .com are not necessary) and open your account. If you have an existing account, just log in with the same user name and password. Your information will be revised and the account approved in 24Hrs. Please add the Unit/Units that you owned or managed in order to be approved.

2- After the account is revised and approved, you must go to your dashboard and click "**Add a new Booking**" each time that you have a new rental application for 30+ days. Following the page requirements, you will be able to complete the process.

3- The Government picture Id of each tenant must be uploaded into the system.

4- The **\$100.00** Background Check and processing fee for the first two tenants and/or a \$50.00 for each extra one must be paid using a Debit or Credit Card through the page at the end of the process. (Children under 16 years old don't pay application fees).

5- Completed lease Agreement and application package must be signed and uploaded into the platform in the form of PDF. Any extra document or form should be uploaded in the same fashion to complete the process if necessary using the button "Upload Documents". The original Lease application package can be downloaded from your dashboard at any time.

6- After sending the information, Management will review the documents and take three to five business days to approve the lease application. During such time, your application will show as "**pending**".

7- After the application is approved, your dashboard will show you lease as "**Active**".

For any questions during this process, please call Arlene at extension 6020 or email at [thegrand@bellsouth.net](mailto:thegrand@bellsouth.net).

Thank you.  
Management.