

Lease Process:

To begin our lease process, go to our website www.pennviewsuites.com and fill out application on website. Click on the link “Apply Online” at the top of the webpage to access the application. Under location section on the application put which unit and bedroom you would like to stay in. At least 1 parent/guardian must be on the application with the student. The student and the parent must have a different email address

Once we receive the application, we will send out an electronic lease to each email listed on the application. Everyone will sign the Lease electronically (e-Signature). The email will come from bldurbin@pennviewsuites.com and it will be titled “Please Sign Lease Agreement”. This is a secure electronic signature process through Adobe Sign. You will sign the lease online, DO NOT FORWARD the Lease to the parent(s) and DO NOT PRINT the lease and sign it.

After everyone completes the e-signature process through Adobe Sign, we will receive the lease back and then the owner will sign the lease. Once the owners signs the lease, parent(s) and the student each will then receive an email with a completed copy of the lease. There will be an option for you to download, and print the completed copy of the Adobe Sign lease.

You will also get a second email with instructions for signing up for the Tenant Portal. The Tenant Portal is used for several different things. 1st this is where your payments can be made; If you use a checking account there is no extra fees, if you use a credit card there is a 3.25% extra fee added on to the amount being paid. The Tenant Portal can also be used to contact the office or submit a maintenance request.

The 1st Installment Payment, Processing/Application Fee & Security Deposit will be due at the signing of the lease.

The 2nd Installment payment then will not be due until June 1st

The 3rd Installment payment will be due July 1st

The 4th Installment will be due August 1st & continue thru April 1st

The 1st of 9 installments for your Utilities will also start August 1st & continue April 1st

You will then continue making your installment payments for Rent & Utilities until April 1st 2019, NOTE: EVERYONE is to be paid in full by April 1st. Unless other arrangements have been made prior to this date