

2019-2020 Lease Instructions

These step by step instructions will help you submit your application and sign your lease for the 2019-2020 Academic Year.

Accessing the Esponda Housing Portal

1. To access the Esponda Student Housing Portal, visit our website espondaassociates.org.
2. From the home page, click the “Housing Agreements” tab at the top of the page.
3. Select “2019-2020 Housing Agreements.”
4. Click the Link for your Chapter.

“Floorplan” Page

1. Select a field from each of the drop down menus and click 'Go.'
2. **Make sure to click the correct academic term, or your housing agreement will not be valid.**
3. Once the rent details appear on the lower part of the screen, click 'Availability" to continue to the next screen.

“Rental Options” Page

1. Click 'Start Application' to begin filling in some of your personal information for your lease. Please use a valid email that you check regularly. **Please do not use your university .edu email address.**

“Applicant Info” Page

1. Fill out your information in the fields below. Please double check all information, this is what will appear in your lease and be kept on file for the duration of your tenancy.
2. Confirm that the email listed is correct and is a valid email for you. This email will be used to communicate with you and send you updated account statements throughout the duration of your tenancy. If this email address is wrong, push the ‘Change’ button to correct it.
3. Enter your guarantor’s contact information.
4. Click ‘Save and Continue’ to move onto the next page.

PLEASE NOTE: The notes at the top of this page regarding being the primary applicant and the special offer do not apply to this property.

“Guarantor Info” Page

1. Click ‘Add Guarantor’ to enter your guarantor’s full name and email address.
2. Enter the requested information and click ‘Add’ to save the information and add it to your record.

3. Confirm that the information is correct and press ‘Send Invitation’ to send a message to your guarantor inviting them to access the housing portal.
4. Re-enter your guarantor’s email to confirm that the message reaches the correct person.
5. If you would like to enter a personal message to your guarantor, enter it in the ‘Message’ field. If no message is entered, the guarantor will receive the standard invite message.
6. Click ‘Send Email’ to send a message to your guarantor to setup a RentCafé account.
7. Click ‘Add Another Guarantor’ if you would like to add any additional guarantors for your lease.
8. Click ‘Continue’ to move onto the next page.

“Application Charges” Page and Submitting Your Application

1. Please click on the Submit Application button in order to continue the application process.

PLEASE NOTE: Please review all information in your application carefully. Upon Approval of your application, you will no longer be able to edit this information.

1. Once your application has been approved, you can log back into your account via the link on our website.
2. To navigate back to where you left off, select the proper profile for your account. It should have a button in the lower right corner that says ‘Approved,’ click this.
3. Click ‘Continue’ on the “Congratulations” page to continue to reviewing and signing your lease.

“Offer Acceptance” Page

1. Please click the ‘Continue’ Button to review and sign your lease.

“Lease Summary” Page

1. Please take a moment to review your lease information before completing your online application and to verify that the information is complete before continuing.

PLEASE NOTE: The amount listed as the “Move-In Charge” and the “Monthly Charges” is your rent amount for the full lease and will only be charged at move in, not every month. We apologize for any confusion.

“Lease Creation” Page

1. Click the green ‘Sign’ Button to access, review, and sign your lease.
2. Read the entire “Disclosures & Consent” page and agree to the content.
3. Create a digital signature or pick a pre-made signature by clicking the link above the signature box.
4. Read the entire lease before signing.

5. Once you have read and understand the lease, sign and date your lease either by clicking the yellow 'Sign' and 'Date' boxes and entering the information, or by clicking 'Next' in the upper left corner of the page.
6. Once the lease is signed and dated, click 'Submit Document' to submit your lease.
7. You can also view, download, or print the pdf version by selecting the corresponding link to the left of the 'Sign' button.

PLEASE NOTE: Each person signs an individual agreement; the message on this page regarding roommates can be ignored. We apologize for any confusion.