

New Resident Checklist

Academic Year 2020 – 2021

Step 1: WesternU Status

Must have received an official WesternU acceptance letter or be a current staff/faculty member.

Step 2: Application and Fee

Complete an online application at www.thedaumier.com.

Pay the \$45 nonrefundable application fee.

Step 3: Sign

After your application has been submitted, our team will review your application. Once it is approved, Occupancy Agreement documents will be sent to you to sign electronically via HelloSign. Due to the high volume of students interested in housing you will have 72 hours to sign your agreement.

Step 4: Confirm

After our team has received the signed Occupancy Agreement, it will be countersigned. Upon counter signature, the student will receive a copy via email.

Step 5: Security Deposit

After receiving the confirmation email described in step 4, student will also receive a link to pay the \$500 security deposit. Housing spot not secured until full deposit is received. All housing spots are first come first serve.

Step 6: Roommates

Residents will select roommates through the RoomSync app. A link to sign up will be emailed once all payments and signed documents are received. RoomSync will close on **June 15th, 2020**. No further roommate requests can be made after that date.

Step 7: Pay Installment

First Installment payment is due by Move - in day (**Friday, July 31, 2020**). If you are expecting financial aid, you will need to complete the "Extension Form" online at the thedaumier.com.

Step 8: Roommate and Move-In Day Info

Information about move - in day, assigned roommates, and assigned room location will be sent via email no later than **July 24, 2020**. All roommates and room locations are final.

Step 9 – Move-In Day

Daumier Move - in day will be on **Friday, July 31, 2020**. Be sure to follow all directional signage and staff instruction. Don't forget to check out our "What to Bring to The Daumier" at thedaumier.com.