



# Renewal Checklist

## Academic Year 2020 - 2021

### Step 1: Account Balance

Current Resident Account must be at a \$0.00 before renewing. View account balance and make payments through Resident Portal.

### Step 2: Resident Intention

Submit your intent to renew by going online to [thedaumier.com](http://thedaumier.com) under the Resident Tab **signing into your resident portal and filling out the Renewal Intention form**. (If you have not created a resident account following the directions on the website. Please allow 48-72 hours for your account to be verified. **Please see detailed Resident Intention directions for more information.**

### Step 3: Sign

After your form has been submitted, our team will review your form. 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: Countersign

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

### Step 5: Unit Location & Parking Permits

All units are first come, first serve for all new and returning residents. Secure your unit location by filling out your intent form ASAP. All Daumier parking permits are also assigned on a first come first served basis. The Daumier staff will contact you when permits are ready for pick up for the new academic year.

### Step 6: Roommates

You must select a roommate through RoomSync app even if you would like to continue living with the same roommate. A link to sign up will be emailed once all signed documents are received. RoomSync will close on **June 15, 2020**. No further roommate requests can be made after that date.

### Step 7: Confirmation

After our team has received all signed documents a confirmation email, securing your renewal will be sent. Room location and Roommate confirmations will be sent no later than **July 24, 2020**. Don't forget to fill out a NEW resident information sheet at [thedaumier.com](http://thedaumier.com).