

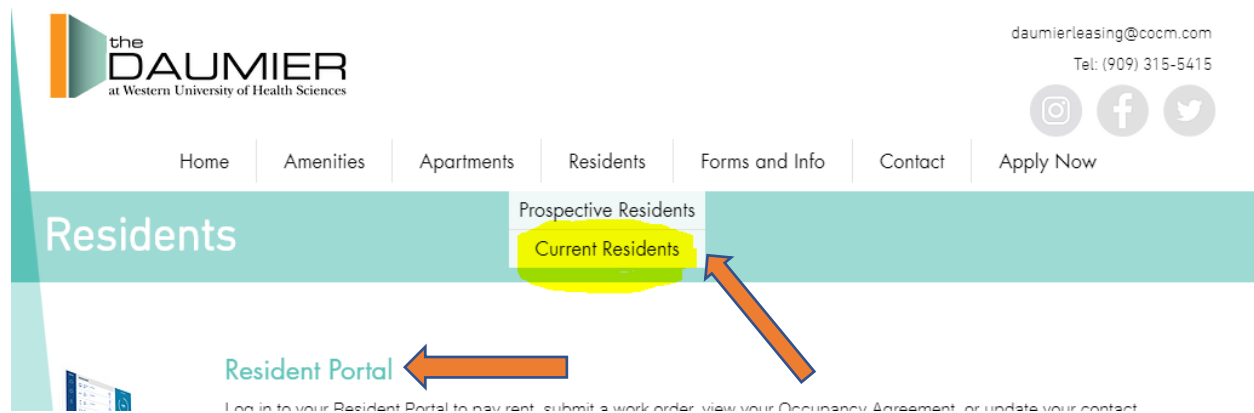


Renewal Intention Process

This document will walk you through the Renewal Intention process on the Resident Portal for the 2020-2021 Academic Year. Please note that submitting your Renewal Intention DOES NOT reserve your space for next year; after the Housing Office receives your Renewal Intention, we will send you an Occupancy agreement. Eligibility for any Renewal promotions, etc. will be determined by the order in which Occupancy are received by the Housing Office with all signatures completed.

STEP 1: Register through the Resident Portal

If you've already registered for a Daumier Resident Portal account, you can skip this step! If not, please register by going to www.thedaumier.com and clicking "Residents" and then choosing "Current Residents". This page will take you to Resident Portal web page. When you get to the Resident Portal, click Register Now." (Please make sure you use the same email that you used on your initial Housing Application; contact us if you need to verify this information.) There is also a video showing how to register through the Portal. Please note that registration is not immediate; it can take up to 48 business hours for your registration to be processed, so we suggest registering early!



Step 2: Complete Renewal Intention




When you log in to your Resident Portal, you will receive a notification that you have a Renewal Intention to complete. On the bottom of the page, under "Future Housing," click the link that says "Complete Renewal Intention."

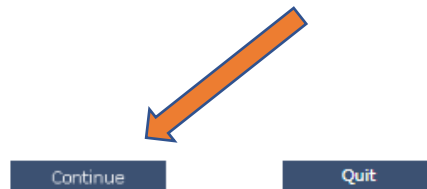


Step 3: Renewal Option

Select one of the options listed. Please note that "Return to Same Space" will only be confirmed once you sign your agreement. We recommend signing early if you want to keep your current or to transfer to a different floor plan for your housing. Click continue to move forward.

Thank you for staying with us at The Daumier. Please note that submitting your Renewal Intention DOES NOT reserve your space for next year; after the Housing Office receives your Renewal Intention, we will send you an Occupancy agreement.

	Return to Same Unit <i>This means you will be renewing for your same bed space that you are currently living in.</i>
	Transfer to Another Floorplan <i>If you would like a different floor plan you select this option. For example, if you wish to transfer from a studio to a one bedroom. You may not select the same floorplan type that you currently have.</i>
	Not Return <i>Select this option if you will not be returning to The Daumier for the upcoming 2020-2021 academic year.</i>



Step 4: Choose a Unit Type

If you selected "Transfer Bed space July 12- July 19, 2020; this can be changed later if necessary, please contact the office at Daumierleasing@cocm.com. Click continue to move forward.



Choose a Unit Type

- 1 Bedroom
- 2 Bedroom Base
- 2 Bedroom Base, Both Rooms
- 2 Bedroom Deluxe
- 2 Bedroom Deluxe, Both Rooms

Step 5: Payment Plan & Lease Type

Select the "Installment" Payment Plan. NOTE: If you choose to pay per semester or per year, you may still do so; you will simply have a credit on your account that will decrease with each installment. Once you select installment plan, click continue. Click continue to move forward.




Choose a Payment Plan

Installment Plan


Below the list is a horizontal scroll bar with three buttons: 'Back', 'Continue', and 'Quit'. An orange arrow points to the 'Continue' button.

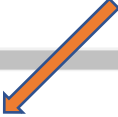
Ensure that the Lease Type matches the Unit Type you selected; this will determine your payment amount for each installment. Click continue to move forward.

Choose a Lease Type



2020-2021 Two Bedroom Deluxe
2020-2021 Two Bedroom Deluxe installment plan.






Back Continue Quit

The system will populate your payment schedule; feel free to save this for your records. It will also be included on your License Agreement. Click continue to move forward.

2020-2021 Two Bedroom Deluxe Schedule of Payments

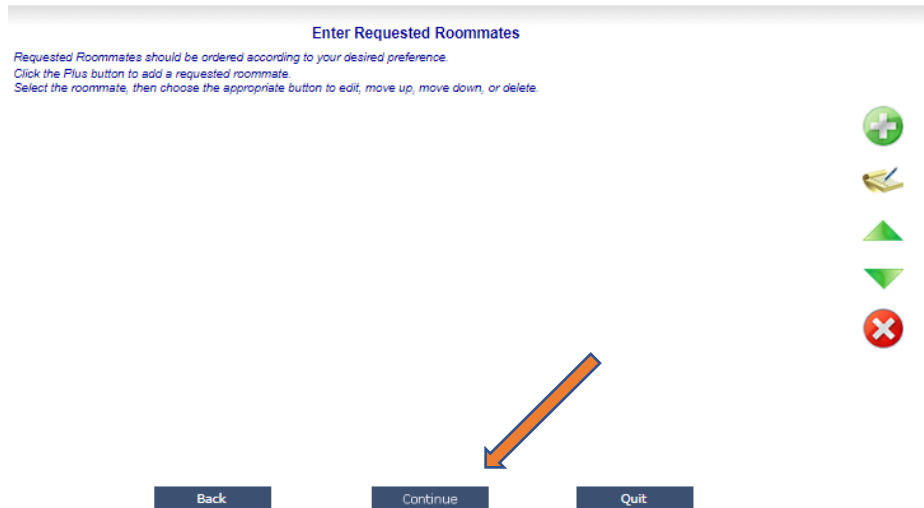
07/31/2020	\$ 1,132.00
09/01/2020	\$ 1,132.00
10/01/2020	\$ 1,132.00
11/01/2020	\$ 1,132.00



Back Continue Quit

Step 6: Request Roommates (Do not complete)

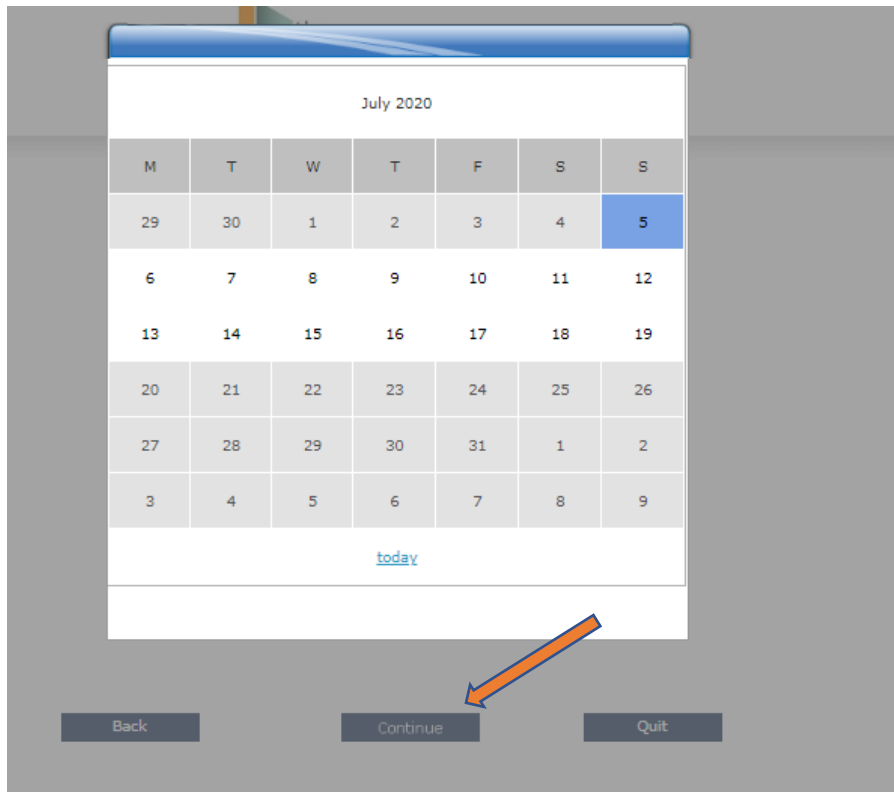
You will be picking your roommate after you sign your occupancy agreement. You will receive an email explaining that process once your agreement was signed. Do not add any information on this step. Please click continue.



Step 7: Select Move-Out Date

You will be able to select any date between July 5-19; this can be changed later if needed. Please keep in mind you are responsible for the 12 installment payments per your 2020-2021 contract and your last payment is due July 1, 2021. The official move-out date is July 19 at noon.





Step 8: Forwarding Address

Please provide an accurate forwarding address and note that we do not automatically forward mail for past residents; please make sure to contact any vendors, relatives, etc. who sends you mail and update your address with them directly.



Enter your Forwarding Address

Address Line 1 *

Address Line 2

City *

State *

Zip *

Country *

Step 9: Review & Submit

The system will provide you with an overview of all your selections; you have the **option to go back and make any changes prior to submitting**. Please review this carefully as you cannot make any changes once you submit your Renewal Intention. When you are comfortable with all choices, **click "Complete Renewal Intention."**

Example 1:



For Housing Term 2020-2021

You have chosen to: Transfer to Another Floorplan
You have chosen the following unit type: 2 Bedroom Deluxe
You have selected the following payment plan: Installment Plan
You have selected the following contract type: 2020-2021 Two Bedroom Deluxe
You have chosen to move out on: 07/09/2020

Once you click the Complete Renewal Intention button, your Intention will be submitted for processing and cannot be changed without contacting the Housing Office.

Example 2:



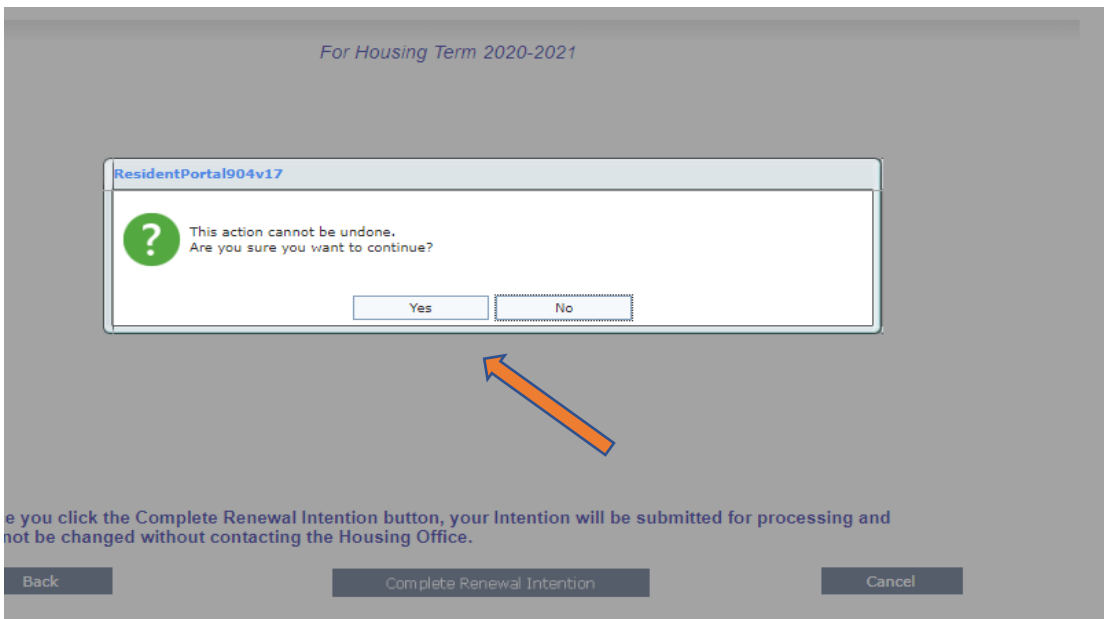
For Housing Term 2020-2021

You have chosen to:
Return to Same Unit

You have selected the following payment plan:
Installment Plan

You have selected the following contract type:
2020-2021 Two Bedroom Deluxe

Once you click the Complete Renewal Intention button, your Intention will be submitted for processing and cannot be changed without contacting the Housing Office.



You will be asked to confirm your submission; please remember that you cannot make any changes once your Renewal Intention is submitted. Click "Yes" to continue.

Thank you for submitting your renewal intention! You will receive an Occupancy agreement from HelloSign via email. Please note that you MUST sign your Occupancy Agreement within 72 hours after it is sent. Please make sure that you check your junk/spam folders regularly. Once your occupancy agreement is fully executed you will receive an email with information regarding roommate selection and setting up your profile on roomsync. Please email us at daumierleasing@cocm.com if you have any questions.

Close

You will receive a confirmation that your Renewal Intention was successfully submitted.

Next Steps

Please refer to the **Renewal Checklist, for steps 3-7** on the list for more information about the rest of the process. If you have any questions or need our assistance, please do not hesitate to contact us.

We look forward to welcoming you back next year!