New Resident Checklist

o **Step 1: WesternU Status**
Must have received an official WesternU acceptance letter or be a current staff/faculty member.

o **Step 2: Application and Fee**
Complete an online application at www.thedaumier.com.
Pay the $45 nonrefundable application fee.

o **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.

o **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.

o **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 contracts are first come first serve.

o **Step 6: Roommates**
Residents will select roommates through the RoomSync app. A link to sign up will be emailed around March 20. RoomSync will close on **May 31**. No further roommate requests can be made after that date.

o **Step 7: Pay Installment**
First Installment payment is due by Move-In Day. If you are expecting financial aid, you will need to complete the "Extension Form" online at the daumier.com. Extension Forms must be completed at least one week prior to move-in.

o **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**   . All roommates and room locations are final.

o **Step 9 – Move-In Day**
Daumier Move-In Day will be on the last Friday in July. Be sure to follow all directional signage and staff instruction. Don't for get to check out our "What to Bring to The Daumier" at thedaumier.com.