

New Resident Checklist

- **Step 1: WesternU Status**
Must be a current student, new admit, active applicant for admission, or current staff/faculty member at WesternU to apply.
- **Step 2: Application and Fee**
Complete an online application at www.thedaumier.com. Pay the \$50 non-refundable application fee.
- **Step 3: Sign**
After your application has been submitted, our team will review your application and contact you by phone for review. If you accept a lease offer, an Occupancy Agreement will be sent to you to sign electronically via Dropbox Sign. Due to the high volume of students interested in housing you will have 72 hours to sign your agreement.
- **Step 4: Confirmation**
After our team has received the signed Occupancy Agreement, it will be countersigned. Upon counter signature, the student will receive a copy of the signed Occupancy Agreement via email from Dropbox Sign.
- **Step 5: Security Deposit**
After receiving the confirmation email described in step 4, student will also receive a link to pay the security deposit. Housing space is not secured until the deposit is received. All housing spaces 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 **May 31**. No further roommate requests can be made after that date.
- **Step 7: Pay Installment**
First Installment payment is due by Move-In Day (**Last Friday in July**). If you are expecting financial aid, you will need to complete the "Extension Form" online at <https://www.thedaumier.com/misc-forms/>. Extension Form must be completed no less than 10 days prior to move-in.
- **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 1st**. All roommates and room locations are final.
- **Step 9: Move-In Day**
Daumier Move-In Day will be on the last **Friday of July**. Be sure to follow all instructions emailed prior to arrival, as well as any directional signage and staff instruction once you arrive. Don't forget to check out our "What to Bring to The Daumier" at <https://www.thedaumier.com/misc-forms/>.