

# Renewal Intention Process

Begins : Feb 5th  
End: Feb 14th

## Important Information

### **What is the Renewal Intention Process?**

It allows the residents to declare their housing intentions for the upcoming year whether returning or not

### **How do I complete the Renewal Intention Process?**

By going to <https://harristubman.com/> and then clicking the 'Lease' tab under the 'Future Housing' section

### **Will I be able to select my floor, building and/or roommate?**

Residents can indicate whether they want to stay in their same suite, transfer to a different suite or apply to Millennium Hall as well as list roommate requests. Residents can also indicate floor and building preferences on their Profile Sheet when they receive a housing offer.

### **What if I want to transfer to Millennium Hall**

Current Harris and Tubman House residents will receive priority over other brand-new residents as long as they 1) Complete the Renewal Intention Form indicating they are "not returning" and 2) Apply to Millennium Hall between Feb 10th by noon and Feb 14th by 4pm. This does not guarantee your housing in Millennium Hall, but rather first priority over new applicants

### **What happens if I miss the deadline?**

Residents who miss the deadline must notify management via email at [Harristubman@cocm.com](mailto:Harristubman@cocm.com). This will place you on a secondary wait list. Residents on the secondary waitlist are not guaranteed housing.

**Failure to complete this process means you will not  
receive a license agreement for 2020 2021 and your space  
will not be reserved**

# Renewal Intention Process

## Steps

1

### Select a renewal option

- Return to the same suit
- Transfer outside suite
- Not return

2

### Select a Payment Plan

- Semester plan
- Installment

3

### Select a license type and review the payment schedule

- Fall and Spring
- 9-Month

4

### Enter a roommate request (if applicable)

*You will require the roommates legal name, phone number and email*

5

### Choose a move-out date

6

### Enter a forwarding address

7

### Review your information

*Once submitted, you must contact our office to make any changes (Roommate requests will not be made on you have submitted your intentions. To submit any changes please email [Harristubman@cocm.com](mailto:Harristubman@cocm.com)*

The screenshot shows a web application interface for 'Paca House'. At the top, it says 'Welcome TEST TEST - Unit 135A (Leasing Office) William Paca House'. Below this are navigation tabs: 'Lease', 'Contacts', 'Documents', 'Work Orders', and 'RCR'. The main content area is divided into several sections: 'Lease' (Lease ID: 14220, Lease Starts: 09/22/2015, Lease Ends:), 'Balance' (Current Balance: \$0.00), 'Payments' (Make a One-Time Payment, Last Payment Date, Last Payment Amount), 'Deposits Held', and 'Future Housing' (Complete Renewal Intention, Housing Term: 2020-2021, Requested Property: William Paca House, Requested Unit: 135A (Leasing Office), Intention: Payment Plan: Installment, Lease Type:). Below the main content, there is a notice: 'Current residents interested in returning to Paca and Tubman Houses for the 2020-2021 academic year must complete their renewal intention by Friday, February 14th. Please refer to the Renewal Intention Process 2020-2021 email for more information on the process.' At the bottom, there are three radio button options: 'Return to Same Suite', 'Transfer Outside Suite', and 'Not Return', each with a brief description of the option.