

**2020-2021  
RENEWAL INTENTION  
PROCESS**

**BEGINS:  
FEBRUARY 5<sup>TH</sup>**

**ENDS:  
FEBRUARY 14<sup>TH</sup> @ 4PM**

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

# IMPORTANT INFORMATION

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

This process allows the residents to declare their housing intentions for the upcoming academic year, whether they are returning to Paca and Tubman Houses or not returning.

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

All residents must complete the process through their Resident Portal. The link can be found on the “Lease” tab under the “Future Housing” section. To log in, please visit [www.PacaTubman.com](http://www.PacaTubman.com).

## **❑ What if I wish to return to Paca & Tubman Houses next year?**

Residents who indicate on their Renewal Intention Form they wish to return are put on our housing offer list. Housing Offers will be sent the week of February 10<sup>th</sup> and will be due by February 14<sup>th</sup>.

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

Residents will have the opportunity to indicate if they wish to stay in their same suite, transfer to a different suite (in either building), or not return/applying to Millennium Hall, as well as list roommate requests. Residents will be able to indicate floor and building preferences on their Profile Sheet when they receive a Housing Offer. Please note that residents will be notified via email if requests cannot be granted.

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

New for 2020-2021: Current Paca & Tubman House residents wishing to move to Millennium Hall will receive priority over other brand-new residents so long as they 1.) Complete their Paca & Tubman Renewal Intention Form indicating that they are “not returning” and 2.) Apply to Millennium Hall between Noon on Monday, February 10th and 4pm on Friday, February 14th. Please note that this does NOT guarantee a space at Millennium Hall, rather applicants receive first priority over all new applicants.

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

Residents who miss the deadline must notify Management via email ([PacaTubman@cocm.com](mailto:PacaTubman@cocm.com)) of their interest in returning and will be placed on the secondary wait list. Residents on the secondary waitlist are NOT guaranteed housing. We estimate being able to extend housing offers to those on our secondary waitlist at the end of the spring semester.

# Overview

**Step 1:** Select a Renewal Option. \*Requests are not guaranteed.

- Return to Same Suite – For residents requesting to stay in same building and same suite.
- Transfer Outside Suite – For residents requesting any available suite in either building.
- Not Return – For residents not returning to Paca & Tubman Houses for 2020-2021 OR wish to move to Millennium Hall.

**Step 2:** Select a Payment Plan.

- Semester – For residents paying for each semester in a lump sum or using financial aid.
- Installment – For residents preferring smaller installments paid over the course of the academic year.

Please note that Financial Aid and Installment payment plans require additional paperwork that will be sent to residents this summer. Sample forms will be available at <http://pacatubman.com/applications-forms/> later this semester.

**Step 3:** Select a License Type and review the Payment Schedule.

- Fall & Spring – A traditional housing license where residents return their key and leave for winter and spring breaks.
- 9-Month – An extended housing license where residents retain access to their building and suite during winter and spring breaks. There is a cost increase for this License Term.

**Step 4:** Enter a Roommate Request (if applicable). \*Requests are not guaranteed.

- You will be required to add your roommate request's legal name (no nicknames), phone number, and email. Adding their 7-digit TU ID number is also helpful ensuring that pairs are matched. Please make sure all information is entered correctly, as incorrect information may lead to errors. Requests must be mutual.

**Step 5:** Choose a Move-Out Date.

- Current Housing Licenses end on May 20, 2020, and is the last day to perform your move out.

**Step 6:** Enter your Forwarding Address.

- Management will use this address to issue an overpayment refund, send damage billing information, etc.

**Step 7:** Review your information.

- Before hitting “Complete Renewal Intention”, please make sure to review the information you have selected. Once you submit it, you must contact our office to make any changes. \*PLEASE NOTE: Changes to roommate requests will not be made once you have submitted your intention. If you wish to update your requested roommate's contact information, you may do so via email at [PacaTubman@cocm.com](mailto:PacaTubman@cocm.com).

# Getting Started

Log into your Resident Portal and click on  
“Complete Renewal Intention”

At the bottom of the screen you will see a section that says “Future Housing”. When the process is available, you will be able to click “Complete Renewal Intention”.

Welcome TEST TEST - Unit 135A (Leasing Office) William Paca House Contact Us Logout

Lease | Contacts | Documents | Work Orders | RCR

**Lease**  
Lease ID: 14226  
Lease Starts: 08/22/2015  
Lease Ends:

**Balance**  
[View My Statement](#) Current Balance: \$0.00

**Payments**  
[Make a One-Time Payment](#) Last Payment Date:  
Last Payment Amount:

**Deposits Held**

**Future Housing**  
[Complete Renewal Intention](#) Housing Term: 2020-2021 Intention:  
Requested Property: William Paca House Payment Plan: Installment  
Requested Unit: 135A (Leasing Office) Lease Type:

Please note that these screenshots are just a guide and may differ depending on your preferred device.

# Step 1

## Select a Renewal Option

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.



### **Return to Same Suite**

Select this option if you meet the eligibility requirements to return to Paca and Tubman and wish to return to the same unit. You will have the option of pulling people into the suite if space is available. Please note that requests are not guaranteed.



### **Transfer Outside Suite**

Select this option if you meet the eligibility requirements to return to Paca and Tubman but would like a different suite. You will have the option of pulling people into the suite. Please note that requests are not guaranteed.



### **Not Return**



Select this option if you do not plan to live in Paca and Tubman Houses for the 2020-2021 academic year and/or you wish to move to Millennium Hall.

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*

# Step 2

## Select a Payment Plan

**Choose a Payment Plan**

 <b>Installment</b>	Need more manageable payments? Yup...click here.
 <b>Semester</b>	Not using a payment plan? This is for you!
	Planning to use financial aid? This one is for you too!

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*

# Step 3

Select a License Type and  
review the Payment Schedule

**Choose a Lease Type**

Traditional Academic Year – residents leave during winter and spring breaks		<b>2020-2021 Fall and Spring Installment</b> <i>This license is for the 2020-2021 academic year for fall and spring semesters. It requires you to move out for winter and spring breaks. Payments are due in installments.</i>
Extended Academic Year – For an additional fee, residents stay during winter and spring breaks		<b>2020-2021 Nine Month Installment</b> <i>This license is for the 2020-2021 academic year for fall and spring semesters. It allows you to remain in your suite for winter and spring breaks. Payments are due in installments.</i>

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*

# Step 4

## Enter a Roommate Request (if applicable)

**Enter Requested Roommates**

*Requested Roommates should be ordered according to your desired preference.  
Click the Plus button to add a requested roommate.  
Select the roommate, then choose the appropriate button to edit, move up, move down, or delete.*

**Add/Change Requested Roommate**

First Name \*


Last Name \*

Phone \*

Email Address \*





Student ID

Cancel Save

**Add a Roommate Request** 

**AND**

**Enter their Legal Name and contact information**

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*



# Step 5

## Choose a Move-Out Date

### Choose a Move-Out Date

Select Move-Out Date

Current Housing Licenses end on May 20, 2020, and is the last day to perform your move out.

The screenshot shows a mobile application interface for 'CAPSTONE RESI'. It displays a calendar for May 2016. The calendar grid has columns for days of the week (M, T, W, T, F, S, S) and rows for dates. The date May 20 is highlighted with a yellow box. Below the calendar, there is a 'today' link. The app header includes the 'CAPSTONE' logo and the text 'RESI'.

M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

today

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*

# Step 6

Enter your Forwarding Address

**Enter your Forwarding Address**

**Address Line 1 \***

**Address Line 2**

**City \***

**State \***

**Zip \***

**Country \***

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*

# Step 7

## Review and Submit

*For Housing Term 2020-2021*

***You have chosen to:***

Return to Same Suite

***You have chosen the following unit type:***

Two Person Suite

***You have selected the following payment plan:***

Installment

***You have selected the following contract type:***

2020-2021 Fall and Spring Installment

***You have chosen to move out on:***

05/17/2016

Before hitting “Complete Renewal Intention” please make sure you review the information you have selected. Once you submit it, you must contact our office to make any changes.

\*PLEASE NOTE: Changes to roommate requests will not be made once you have submitted your intention. If you wish to update your roommate request’s contact information, you may do so via email at [PacaTubman@cocm.com](mailto:PacaTubman@cocm.com).

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

Back

Complete Renewal Intention

Cancel

*Please note that these screenshots are just a guide and may differ depending on your preferred device.*

# Completion

You've completed the Renewal Intention Process!

**Ta da! You are all done for now!**

Be on the look out for emails from our office regarding next steps and give-a-ways. If we are unable to accommodate a request, we will contact you via email before spring break.

On behalf of the entire Paca & Tubman Houses team, we thank you for participating in our intention process and we look forward to the opportunity to continue to serve your housing needs during your Towson University experience.

