

THE ULTIMATE HOUSING ASSIGNMENT CHECKLIST

FOR HOUSING & RESIDENCE LIFE PROFESSIONALS

BEFORE APPLICATIONS OPEN

Review housing capacity and update room availability. ✓

Set up your session, set application deadlines and communicate clearly. ✓

Refresh housing contracts and application content. ✓

Configure and test your eRezLife processes. ✓



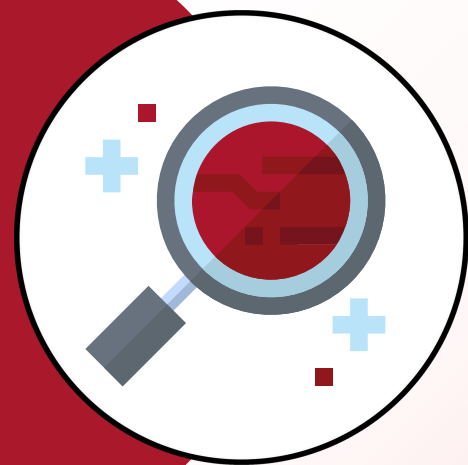
WHEN APPLICATIONS OPEN

✓ Share step-by-step instructions for applications.

✓ Create resources like FAQs and webinars.

✓ Monitor applications regularly.

✓ Review contact information in eRezLife to ensure student questions are answered promptly.



DURING ASSIGNMENT PROCESSING

Use the lottery, automatic assignments, and the assignments dashboard to make placements. ✓

Encourage students to create roommate groups using Roomeez. ✓

Double-check assignments for accuracy. ✓

Run reports to track occupancy and trends. ✓



AFTER ASSIGNMENTS ARE COMPLETE

✓ Use eRezLife communication tools to stay connected and share information with students

✓ Place housing applicants on a waitlist as needed

✓ Collect feedback to improve next year.



Have questions or need support? Reach out to us at service@erezlife.com.

Interested in learning more about eRezLife? [Schedule a demo](#).