

# Transfer Request (Form)

## Requirements to Transfer

### Payment History

- Account must be in good financial standing.
- All rent, utilities and other receivables paid in full prior to move.
- Payment history must be satisfactory with minimal late payments.

### Resident History

- Resident History should be satisfactory with no complaints on file.
- Resident cannot transfer within first 6 months of residency.
- Number of occupants must be within occupancy guidelines for desired unit.
- Current apartment must be inspected and found to be in satisfactory condition prior to authorization of transfer.

### Screening Qualifications

- If transfer to an apartment with higher rent, the resident must income qualify for the new apartment and provide pay stubs. If to a lower rent unit, income qualifying will not be performed.
- If an additional lease holder is added to the lease, A screening will be performed on new resident.
- If the screening on additional lease holder comes back as denied, transfer will be denied, regardless of payment history.

## Transfer Process

1. 30-Day written notice must be provided for current unit and rent paid through the full 30 days.
2. Transfer fee of \$\_\_\_\_\_ will be due if the transfer is occurring during an active lease. There will be no transfer fee if lease has been completed.
3. Proof of income must be provided if transfer is for a higher rent.
4. A new deposit (Traditional or Lease Term) will be required prior to transfer. A new non-refundable pet fee is required prior to transfer (if applicable).
5. Renters insurance and electric must be transferred to your new address by providing documentation of transfer to the leasing office.
6. A 12-month lease for the new apartment must be signed on your move in date. You will pick up keys and begin paying rent on that day.
7. Once your old unit is completely vacated and cleaned, return your keys to the leasing office and deposit will be refunded within 30 days, if applicable.
8. All Transfers must be approved by the District Manager.

Current Unit	New Unit
Name(s): _____	Name(s) _____
RM Account # _____	New Address: _____
Rent \$ _____	M/I Date _____ Rent\$ _____
Current Address: _____	Paperwork Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
M/O Date: _____ NTV: <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes: _____
Inspected By: _____ Date: _____	
Photos uploaded to RM: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_ DM Approval \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

