

Resident Transfer Policy

A resident may transfer buildings/units after 3 months in their current apartment.

Below are the details and requirements for the transfer process.

- All residents must submit a new application and pay the application fee
 - Exceptions: Residents screened within the last 60 days or non-financially responsible applicants
- 30 days' notice is required to be submitted on current apartment
 - This can be submitted with the application or after approval
 - Must be submitted within 24 hours of application/transfer approval
 - Notice must have resident's physical signature
- Transferring resident(s) is not eligible for any move-in special on new unit
- No deposit or last month's rent payment will be moved to new apartment
- Any deposit or last month's rent paid on current apartment will be refunded as normal (minus any applicable move-out charges) within 31 days of move-out
- Money required prior to move-in at new apartment
 - \$500 execution deposit (toward last month's rent at move-in)
 - Remainder of last month's rent payment
 - First month's rent and utilities (prorated if applicable)
- Resident will get a couple of free days between units at the end of the 30 days' notice

- Example of move-out/move-in and financially responsible dates:
 - Notice to vacate given January 8
 - Move-out date is February 7
 - Financially responsible on current apartment through February 7
 - Keys received to new apartment on February 6
 - Lease and financial responsibility starts on new unit on February 8
 - Keys due back on old unit by end of day February 8

Following this format does not result in any overlapping rent between apartments
- For any extra days between units, resident will need to pay the applicable extra days of overlapping rent