



Apartment Transfer Policy – Resident Summary

To Request a Transfer: Submit the form below at least **2 months before** your lease ends.

Transfer Requirements:

1. **Transfer Fee:** \$500 (non-refundable) due at new lease signing.
2. **Eligible Transfers:** You may only move to a unit of a *different size* (e.g., 1-bedroom to 2-bedroom, not 1-bedroom to another 1-bedroom of the same size).
3. **Lease Requirement:** Must have completed at least 12 months of your current lease.
4. **Rental History:** No complaints in the past 2 years; no more than 1 late or NSF payment in the last 12 months.
5. **Income Requirement:** Monthly gross income must be **at least 3 times** the rent of the new apartment.
→ **Proof of income must be submitted within 24 hours of viewing the unit and being notified that it is your turn on the transfer list.**
6. **Unit Condition:** Your current apartment must pass a move-out inspection. Poor housekeeping or damages may result in denial.
7. **Decision Time:** You must accept a transfer offer within 24 hours or the request is cancelled.
8. **New Roommates:** Anyone new must apply and pay a \$40 application fee. They must be approved before moving in.
9. **Timing:** Transfers are not typically available from October 1 to February 28.

After Transfer Approval:

1. **Lease:** A new 12-month lease must be signed within 3 days of approval.
2. **Rent & Utilities:** You're responsible for current rent/utilities until keys are returned (within 3 days at noon). Rent for the new unit starts when you receive keys. Ex: Key pick up June 1st after 3pm, key drop off June 3rd at noon
3. **Deposit:** Your current security deposit rolls over to the new apartment. Difference to be paid at lease signing.
4. **Move-Out Costs:** You must pay any damage/additional cleaning costs for your old unit within 10 days or arrange a payment plan, or your account will be sent to collections.

Transfer Request Form:

I/We, from **Address:** _____, request to transfer to a ____-**bedroom** apartment because: _____,

I/We understand and agree to the above policy

Tenant _____ **Date:** _____ **Tenant** _____ **Date:** _____

Tenant _____ **Date:** _____ **Tenant** _____ **Date:** _____

Office Use Only:

Landlord Signature: _____ Date Received: _____