



## Apartment Transfer Request Form

Date: \_\_\_\_\_

Resident Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Desired Move In Date: \_\_\_\_\_

Desired Apartment Type: \_\_\_\_\_

Who will be living in the apartment (list names and date of birth for each person)?:

\_\_\_\_\_  
\_\_\_\_\_

Do you have pets?: \_\_\_\_\_ If so, what type and size?: \_\_\_\_\_

Do you have any preferences/requirements (renovated, standard, upstairs, downstairs, property location, etc)?

\_\_\_\_\_  
\_\_\_\_\_

Briefly state the reason you would like to transfer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Transfer Request Form

I understand and agree to the following:

- A \$500.00 non-refundable transfer fee is required for all apartment transfers. \$200.00 of this is required at the time the transfer request is submitted. This will allow us to process your request, prepare your new apartment, as well as prepare and complete all required documents. The remaining balance of \$300.00 is due at the time of move in.
- If a resident transfers at the end of their current lease term (within 15 days of their lease end date), the transfer fee will be only \$200.00. This will be due at the time the transfer request is submitted.
- A non-refundable pet fee will be required based on our community's pet policies.
- Current rental account can have no more than 3 late payments in the past 12 months.
- Gross monthly income (combined for all lease holders) must meet or exceed two and a half (2.5) times the current market rate.
- Current apartment must be inspected prior to the transfer being approved.
- Approval of this request is based on current rental history, income, and inspection of current apartment.
- A new security deposit may be required.
- The original security deposit will be refunded to you, less any deductions for damages beyond normal wear and tear. Damages to your current apartment in excess of the amount of your original deposit will be billed to you. Any balance unpaid after 30 days will be transferred to your new account and will be treated as unpaid rent, subject to all remedies provided in the lease.
- All monies paid are non-refundable in the event that the transfer request is cancelled by the resident.

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Lessee Signature

Date

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Lessee Signature

Date