



TRANSFER POLICY & REQUEST

THE FOLLOWING REQUIREMENTS APPLY FOR ANY RESIDENT THAT WISHES TO TRANSFER TO ANOTHER UNIT WITHIN THE TAYLOR RIDGE COMMUNITY:

Residents may transfer from their current apartment to another apartment within the community at the end of their current lease term; only if the following requirements are met and approved by management:

1. Resident must have fulfilled at least one 12-month lease term.
2. Management must receive the form below no later than 60 days prior to current lease expiration date.
3. Residents may only transfer from a 1 bedroom to a 2 or 3 bedroom, or a 2 bedroom to a 3 bedroom.
4. Resident must have good rental payment history with no more than one late or one NSF payments in the last 12 months. Additionally, the resident must have no complaints on file.
5. Management will set up an inspection immediately following the submission of the Transfer Policy & Request. If management considers the condition of your current unit to be poor, you will not be permitted to transfer. If the transfer is approved, management reserves the right to perform another pre-move out inspection within seven days of the notice to transfer/move out date. If the first or second requirement is not met and approved, the transfer is denied in full, no exceptions.
6. Resident is required to pay a \$350 Transfer Fee (non-refundable) when request is submitted. This fee covers all application and administrative costs.
7. Resident is required to pay a \$200 Cleaning Deposit when request is submitted. This amount will be applied toward the unit and held for cleaning fees. This full or partial amount will be refunded to tenant as long as the unit is returned to its original condition before transfer and after any additional cleaning charges.
8. **Resident must pay a new security deposit and pet deposit for the new unit.** The resident's current security deposit will be returned within 30 days if no damages are found. (pet deposit is non-refundable)
9. Resident must fill out a new application (application fee included in Transfer Fee). Once the application is received, and an apartment is selected, your existing apartment will go on notice to vacate.
10. Resident must be able to sign a 12 month lease on the new apartment, unless management has specified otherwise.
11. Resident must pay rent for current unit through the end of the lease in addition to rent on the new apartment.
12. The resident must speak to management if there are any additional questions, or to make transfer arrangements.
13. This policy is subject to change without prior notice and will convert to new policy until accepted by management.

I/WE, OF UNIT # _____ LOCATED AT _____ WOULD LIKE TO TRANSFER TO A _____-BEDROOM UNIT FOR THE FOLLOWING REASON: _____.

I/WE UNDERSTAND THAT THE ABOVE TRANSFER POLICY TERMS AND CONDITIONS. I/WE UNDERSTAND THAT ONLY ONCE MANAGEMENT HAS APPROVED MY REQUEST TO TRANSFER BASED ON THE ABOVE FORMALITIES MAY I/WE SELECT AN APARTMENT AND MAKE ANY MOVING ARRANGEMENTS.

Lessee Signature

Date Signed

Lessee Signature

Date Signed

Agent for Kress Properties

Date Signed

For Office Use Only

DATE RECEIVED BY OFFICE _____
TRANSFER FEE \$ _____
CLEANING DEPOSIT \$ _____