

REQUEST FOR TRANSFER WITHIN PROPERTY OR PROPERTIES

Resident Name(s): _____

Current Apartment: _____

I am requesting to transfer from my current apartment:

Property: _____ Unit: _____

To a new apartment at:

Property: _____ Unit: _____

I have read and full understand and agree to the following:

- A transfer fee of \$100.00 will be paid in full to reserve the new apartment home **and is non-refundable**
- A separate security deposit of \$200 is required at time of transfer request to reserve your new apartment home. **This deposit is non-refundable.** Security Deposits do not transfer
- Any rent or prorated rent will be paid in full before you transfer
- Transfer must be approved by management. An apartment inspection may be conducted.
- You will be required to sign a new TAA lease agreement with terms no less than 6 months and all remaining time on current lease agreement will be added
- You will have three (3) consecutive days to transfer apartments without accruing rent for both units.
- You are aware that you are fully responsible for all damages, cleaning charges, or other fees associated with my current apartment upon move-out
- Pet Deposits and Fees are transferable. The amounts will be transferred after cleaning and/or damages for previous apartment have been applied. I am responsible for all remaining balances
- New Application(s) and all new application documents (paystubs, student schedules, etc) are required. We will not use documents from your previous file
- You must have fulfilled a minimum of 6 months on your current lease to be eligible for transfer
- You are required to complete a Notice of Intent to Vacate TAA Form at time of transfer request for the purposes of reletting your current apartment. Should we re-let you current residence, you will not have the option of cancelling your notice to vacate or your approved transfer request.

Resident(s) signature

Date

Resident(s) signature

Date

Resident(s) signature

Date

Owner's Representative Signature

Date