



ON-SITE TRANSFER INFORMATION

We would like to take this opportunity to review with you our on-site transfer information so you know what to expect in the event you should decide to terminate your current lease early before its expiration date and transfer to another apartment within the community.

HOW TO BREAK YOUR CURRENT LEASE AND TRANSFER TO ANOTHER APARTMENT:

- ✓ Schedule an inspection of your current apartment with NTS management in order to be approved for on-site transfer
- ✓ Fulfill your current apartment lease for at least 90 days; this may include your notice period
- ✓ Submit a written 30 or 60-day written notice to the leasing office (as required by your current lease). The notice period will not start until BOTH the written notice and the transfer fee have been submitted to the leasing office.
- ✓ Submit a new application and application fee along with updated income verification so that you can be processed and requalify for the new apartment
- ✓ Pay the applicable transfer fee:
 - Transferring to a unit with lower market rent: \$500
 - Transferring to a unit with higher market rent: \$250
- ✓ Pay the security deposit for the new apartment. The original security deposit will be processed at move out and will be refunded less any cleaning and damage charges. You are not required to pay a new reservation fee.
- ✓ If you received any rent concession during the current lease term, you must pay the concession back either on or before the day you vacate your current apartment
- ✓ If you received a monthly rent concession, the discount stops on the date you submit your written notice to terminate your current lease early