

NTS TRANSFER POLICY

The following guidelines apply to transfers. Exceptions must be approved by your supervisor.

Military Transfers:

Military personnel are allowed to move by presenting a copy of their orders to the community management office. A 30-day notice is required and rent must be paid until the move-out occurs. The orders must be PCS (permanent change of station) in which the service member is transferring to a duty station 50 miles or more from his or her current station. Early lease termination fees and concession recoveries are waived.

Community to Community Transfers:

If a resident wishes to transfer **during their lease term**, the following criteria must be met:

If the transfer is to another NTS Community **OUT OF STATE**:

- NTS management should inspect the current apartment for damages with the resident *prior* to approving transfer
- Fulfill current apartment lease for at least 90 days, this may include notice period
- Give a written 30 or 60 day notice to vacate (as required by their current lease)
- Pay back all concessions if lease term is not fulfilled
- Pay new application fee and re-qualify at the NTS community the resident is transferring to
- Pay new deposit (Original security deposit will be processed as if the resident has moved out and will be refunded less any cleaning and damage charge)
- Pay new community's non-refundable reservation fee
- When resident has evidence of an approved NTS application and a reserved address at another NTS community, the current NTS property will waive the lease termination fee

If the transfer is to another NTS Community **IN STATE**:

- NTS management should inspect the current apartment for damages with the resident *prior* to approving transfer
- Fulfill current apartment lease for at least 90 days, this may include notice period
- Give a written 30 or 60 day notice to vacate (as required by their current lease)
- Pay back all concessions if lease term is not fulfilled
- Pay new application fee and re-qualify at the NTS community the resident is transferring to
- Pay new deposit (Original security deposit will be processed as if the resident has moved out and will be refunded less any cleaning and damage charge)
- Pay new community's non-refundable reservation fee
- Pay a \$500 nonrefundable transfer fee to the current community
- When resident has evidence of an approved NTS application and a reserved address at another NTS community, the current NTS property will waive the lease termination fee

If someone transfers between communities at the **end of their lease term**, they do not have to pay the new community's reservation fee. All other application and lease requirements are unchanged.

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Within Community Transfers:

If a resident wishes to transfer at lease term expiration:

- NTS management should inspect the current apartment for damages with the resident *prior* to approving transfer
- Give a written 30 or 60 day notice to vacate (as required by their current lease)
- Pay new application fee and re-qualify
- Pay a new deposit (Original security deposit will be processed as if the resident has moved out and will be refunded less any cleaning and damage charge)
- The resident is not required to pay a new reservation fee

If a resident requests a transfer before the lease term has expired and is moving to an apartment with equivalent or higher market rent, the following criteria must be met:

- NTS management should inspect the current apartment for damages with the resident *prior* to approving transfer
- Fulfill current apartment lease for at least 90 days, this may include notice period
- Give a written 30 or 60 day notice to vacate (as required by their current lease)
- Pay back all concessions if lease term is not fulfilled
- Pay new application fee and re-qualify
- Pay a new deposit (Original security deposit will be processed as if the resident has moved out and will be refunded less any cleaning and damage charge)
- The resident is not required to pay a new reservation fee
- Pay a \$250 nonrefundable transfer fee

If a resident requests a transfer before the lease term has expired and is moving to an apartment with lower market rent, the following criteria must be met:

- NTS management should inspect the current apartment for damages with the resident *prior* to approving transfer
- Fulfill current apartment lease for at least 90 days, this may include notice period
- Give a written 30 or 60 day notice to vacate (as required by their current lease)
- Pay back all concessions if lease term is not fulfilled
- Pay new application fee and re-qualify
- Pay a new deposit (Original security deposit will be processed as if the resident has moved out and will be refunded less any cleaning and damage charge)
- The resident is not required to pay a new reservation fee
- Pay a \$500 nonrefundable transfer fee

***Note: All resident transfer fees are charged to the notice/past resident.
Application fees are charged to the future/current resident.**