

# TRANSFER POLICY

- Live in current apartment for 90 Days, at which time a written 60 day Notice of Intent to Vacate can be given on current apartment (as required by their current lease agreement)
- Inspect the current apartment for damages with the resident *prior* to approving transfer
- Re-qualify for new apartment and fill out a new application (application fee is waived) with current income verification
- Pay security deposit and reservation fee for new apartment (original security deposit will be processed as if the resident has moved out & will be refunded less any cleaning or damage charges)
- Pay \$400 Transfer Fee if breaking their current lease agreement (termination fee on current apartment will be waived)
- **Pay back all concessions received during current lease term through the move-out date**