

TRANSFER POLICY

- Apartment transfer requests will be considered on a first-come first-serve basis, depending on availability and subject to management's sole discretion.
- All transfer requests must be submitted in writing to the management office. Requests must include a valid reason for transfer together with all supporting documentation, including income verification, social security information, birth certificate, etc.
- The tenant must cooperate and comply with all management requests, including providing additional information as needed and appearing for any meetings.
- The tenant must have an active lease and be in good standing with the landlord. For at least twelve (12) months preceding both the request and the actual transfer, the tenant shall have been in good standing, with no lease violations or violations of any house rules, and there shall have been no serious nuisance or other related complaints made against the tenant by neighbors or other third parties (other than any unsubstantiated complaints).
- All transfers are subject to the passing of a satisfactory apartment inspection, conducted by management, in management's sole discretion.
- The tenant must be current with all rent and other outstanding fees, including late fees and legal fees, and shall have made full and timely payment of rent for at least six (6) consecutive months preceding both the request and the actual transfer.
- ***Section 8 Tenants:*** Any tenant receiving a Section 8 subsidy for his/her apartment will only be considered for transfer if the tenant is in compliance with all Section 8 requirements, including annual re-certifications. Management will only consider the transfer request of a Section 8 tenant *after* the tenant has complied with all necessary Section 8 transfer requirements, including the receipt of a transfer voucher.

Foxy Management LTD. and our representatives will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disabled and/or veteran status.



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