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## TRANSFER POLICY

- Apartment transfer requests will be considered on a first-come first-serve basis, depending on availability and determined in management's sole discretion. Generally, transfers will only be granted to move residents to a larger or smaller unit where there is a change in household composition that necessitates this. Absent an extraordinary situation *as determined by management*, transfers will be denied for reasons such as not liking your apartment, your neighbors, or the building staff.
- 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 related to the proposed transfer
- 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.
- ***Tenants Receiving Rental Subsidy:*** Any tenant receiving a rental subsidy (including but not necessarily limited to Section 8) will only be considered for transfer if the tenant is in compliance with all subsidy requirements, including annual re-certifications, and if the tenant has first complied with all transfer requirements of the subsidy provider such as the receipt of a valid transfer voucher.

