



On-Site Transfer Request

Apartment Community: _____

Transferring Tenant(s): _____

Requested Date of Transfer: ____/____/____

Current Address: _____

Transferring Address
or Waitlist Number: _____

The above listed resident(s) are applying for a transfer to another apartment within

Community Name

1. Satisfactory inspection of current apartment as deemed by management & satisfactory payment history.
2. **New security deposit will be collected on the new apartment.** Any current security deposit or rental credits will be refunded within 30 days after move out of current apartment.
3. New applications and cosigner applications will need to be submitted as you are an applicant for a new apartment and are subject to any current screening process that the Community has in place at the time of this transfer. **Processing fees will also be required at the time of applying for this transfer will be required.**
4. **By signing this On-Site Transfer Request, you are allowing Maintenance to enter your apartment without 24 hour notice.**

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Leasing Manager Signature: _____ Date: _____



Inspected and Approved by: _____ Date: _____