

Apartment/House Transfer Application

Today's Date: _____ Name: _____

Current Apt./House: _____ Email: _____

Please mark one: Faculty Staff Student

Family Size: _____ Number of Adults
 _____ Number of Children

Child(ren)'s Name(s)	Age	M/F
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for Transfer Request: _____

Do you have a piano? Yes (See piano policy below) No

Do you have a freezer? Yes No

Apartments:

- Furnished apartment (All Efficiency apartments are furnished.)
- Unfurnished apartment

Please mark selection of apartment with a numbered choice (i.e. 1, 2, 3...):

Efficiency	One-Bedroom	Two-Bedroom	Three Bedroom
___ Garland	___ Garland	___ Garland	___ Garland
	___ Beechwood	___ Beechwood	___ Beechwood
	___ Maplewood	___ Maplewood	___ Maplewood
	with a/c	with a/c	with a/c

___ **Four-Bedroom** (Unfurnished)

House (Please list size and other needs): _____

Policies and Regulations

- To be placed on the waiting list, this application must be completed and submitted with a non-refundable application fee of **twenty dollars**.
- Your rent account must be current if you are moving into a more expensive apartment or house.
- **Once you have accepted a new assignment, you are required to pay the \$100.00 non-refundable cleaning fee for the new apartment/house. This is not to be confused with the non-refundable cleaning fee you paid on your current residence.**
- You will have one week (seven days) to move during which time we will continue to charge you at your current rental rate. When you have moved and turned in the keys to the old apartment/house, we will stop the rent on that apartment/house and start the rent on the new apartment/house. If you take longer than seven days, you will be charged for both apartments/houses.
- Once you are moved completely out of the old apartment/house, you will need to schedule a check-out appointment with the office. Any damage to the apartment/house will be charged as additional rent to your account and your current damage deposit will be transferred to the new apartment/house.
- Piano's must be moved with great care. Damages to the apartment or building during moving become the resident's responsibility. To have a piano or organ in any apartment other than a ground floor apartment, you must hire a professional moving company that carries liability insurance to move the piano into the apartment and out of the apartment. A copy of the receipt must be given to our office. Failure to follow this policy will result in a fine of \$150.00.

By signing below you acknowledge you have reviewed the above policy and the related policies in the University Apartments Housing Handbook and understand them.

Lease Holder Signature: _____ **Date**_____ **ID #**_____

Spouse/Roommate Signature_____ **Date**_____ **ID #**_____