



On-Site Transfer Request Form

Date of Transfer: _____/_____/_____

Name(s) on Lease: _____

(Transferring only) _____

Current Address: _____

Pending Address or
Waitlist Number: _____

The above listed resident(s) are applying for a transfer to another apartment within the community. All parties signing for this transfer understand all the regulations and policies pertaining to new residents will apply. Furthermore, all parties agree that the new lease is offered subject to the following criteria:

1. Satisfactory inspection of current apartment & satisfactory payment history with Homestead U. To be determined by management.
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 Homestead U 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: _____

