



# TRANSFER POLICY & REQUEST

**THE FOLLOWING REQUIREMENTS APPLY FOR ANY RESIDENT THAT WISHES TO TRANSFER TO ANOTHER APARTMENT WITHIN THE WESTMORE COMMUNITY:**

1. Resident may transfer from their current apartment to another apartment at the end of their lease. (1 to 2 bedroom, 2 to 1 bedroom, 1 to 3 bedroom, 2 to 3 bedroom, 3 to 1 bedroom, or 1 to 3 bedroom)
2. Resident must have fulfilled one 12-month lease term.
3. If a resident would like to transfer to another apartment, which is not within our guidelines as specified above, there will be a \$200 transfer penalty fee in addition to the regular transfer fee required below.
4. If resident would like to submit their request to transfer, please fill out below and submit no later than 60 days prior to current lease expiration date.
5. If resident is transferring during the middle of lease, resident must provide 60 days prior written notice. This notice will start from the date a new apartment is selected, application received; transfer fees and security deposit are paid.
6. Resident must have good rental payment history with no more than one late or one NSF payments in the last 12 months. Additionally, the resident must have no complaints on file.
7. Management will set up an inspection immediately following Transfer Policy & Request has been submitted to the management office. If management considers the condition of your current apartment to be poor, you will not be permitted to transfer. If the transfer is approved, management reserves the right to perform another pre-move out inspection within seven days of the notice to transfer/move out date. If the first or second requirement is not met and approved, the transfer is denied in full, no exceptions.
8. Resident is required to pay a \$300 transfer fee (non-refundable) at time of application.
9. Resident is required to pay a \$200 cleaning deposit at the time of application. The check will be applied toward the account if there are any damages incurred to your apartment.
10. Your Security Deposit for your current apartment will automatically transfer to new apartment upon move-in.
11. Resident must fill out a new application (application fee included in transfer fee). Once the application is received, and an apartment is selected, your existing apartment will go on notice to vacate.
12. Resident must be able to sign a 12-month lease on the new apartment, unless management has specified otherwise. If a short-term lease (any lease that is less than 12-months) is offered to the new move-ins, you may select this option.
13. Resident must pay rent for current apartment through the end of the lease in addition to rent on the new apartment, or until keys are received—whichever is later. Rent on the new apartment will begin two (2) days after resident picks up keys. The two days' rent is included in the transfer fee.
14. If move in date is past the current scheduled expiration date, an extension will be required and lease extension is subject to any market rent increases and short-term lease fees (will waive if extension fee is 7 days or less). See current policy.
15. The resident must speak to our transfer specialist if there are any additional questions, or to make transfer arrangements.
16. This policy is subject to change without prior notice and will convert to new policy until accepted by management.

I/We, of Building # \_\_\_\_\_, Apartment # \_\_\_\_\_ would like to transfer to a \_\_\_\_\_ - bedroom apartment for the following reason: \_\_\_\_\_.

I/We understand the above transfer policy terms and conditions and understand that only once management has approved my request to transfer based on the above formalities may I/We select an apartment and make any moving arrangements.

Lessee \_\_\_\_\_ Date \_\_\_\_\_

Lessee \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY:

DATE RECEIVED BY WM MANAGEMENT \_\_\_\_\_  FAXED  DROP BOX  GAVE IN PERSON WM INITIALS \_\_\_\_\_