



## Application to Transfer

**Before you fill out this application, please read the TRANSFER POLICY.**

Address: \_\_\_\_\_

Resident # 1: \_\_\_\_\_

Resident #2: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (Cell): \_\_\_\_\_ (Alternative): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number of Children: \_\_\_\_\_

Delivery Date If Expecting: \_\_\_\_\_

Names of Children	Sex	Birth Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Preferred School District of the Children: \_\_\_\_\_

Preferred Transfer Unit: One Bedroom \_\_\_\_\_

Two Bedrooms \_\_\_\_\_

Three Bedrooms \_\_\_\_\_

Desired Transfer Date: \_\_\_\_\_

**I hereby affirm that I have read the TRANSFER POLICY and the information contained herein is true and correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For Office Use Only) **Notes:**

Rvsd2014



## TRANSFER POLICY

### Procedure:

1. Read full transfer policy
2. Fill out and submit transfer application
3. Complete assigned Maintenance Walkthrough within 7 days of application being submitted
  - a. Residents requesting a transfer will comply with CTC on doing a pre move-out inspection. A pre move-out inspection is done to determine any repairs, maintenance, or replacements that may need to be done or scheduled in the old unit to ready it for another resident
  - b. The pre move-out inspection is also done to determine if there are any issues with housekeeping, pest infestation or damages beyond ordinary wear and tear. CTC may deny a transfer if there are housekeeping problems or pest infestation in the old unit or if there are damages beyond ordinary wear and tear that are not paid for by resident before moving to a new unit
4. Resident will be sent an approval or denial notice
5. Transfer requests may be filed with the office any time after move-in
6. All transfers will be charged a \$400 transfer fee unless due to a change in family size that makes the household ineligible for occupancy. Fee will be due at time of accepting transfer offer

### Household Change:

- Residents who expect a change in family size (due to pregnancy or a child/spouse/domestic partner joining or leaving the family), which will make the resident family ineligible for their current unit should immediately apply to transfer.
- In the case of transfers, occupancy may begin as soon as a pregnancy is confirmed.
- Residents do not have to wait until a pregnancy is confirmed to apply to transfer. Residents planning a family may apply to transfer prior to the pregnancy, but will not be assigned a unit until they qualify for the transfer unit.

### Roommate Change:

- Roommates who wish to transfer out of a two bedroom, because of roommate leaving or conflict may do so, but will be charged the transfer fee.
7. A transfer request may be denied if a resident's financial account is not in good standing or if there are multiple or serious lease violations on file for the past 12 months. CTC may condition approval of any transfer on resident paying for any damages beyond ordinary wear and tear to the old unit before moving into the new unit.
  8. All transfers will take place only on Fridays.
  9. Transfers will be charged rent for both units on their transfer date (Friday). However, they have until Monday at 8:30 am to vacate their previous unit. Rent is not charged for the previous unit on the weekend of the transfer.
  10. Transfers will follow move-in and move-out procedures.
  11. Current CTC residents will be given priority over applicants.

## **Vacating & Deposits**

- A. A vacate notice must be filled out, giving the date of move-out.
- B. A date and time for move-out inspection on the old unit can be scheduled with Maintenance Manager
- C. The difference of a deposit moving into a larger bedroom size must be paid upon confirmation of move in date and vacancy notice.
- D. The difference of a deposit moving into a smaller bedroom size will be credited to your account with interest charged. The accounting for any deductions on the deposit may reduce or eliminate a credit.
- E. If charges are to be made upon move out, they will be itemized and presented within 21 days of move-out. Such charges must be paid within 30 days to maintain your account in good standing. The full security deposit required for the size of the transfer apartment must remain in place and a transferred resident may not request that charges owed on the old unit be deducted from the deposit.
- F. The prorated rent on the transfer unit will be charged on the day of occupancy.