

- Tenant approved to transfer
- Tenant denied a transfer

Application to Transfer to Another Apartment

Today's date: _____

Name: _____ Phone: _____

Current Address: _____

Date moved in: _____ Deposit paid: _____ Rent: _____

Address applying for: _____

Deposit for this apartment: _____ Current Rent: _____

In applying to transfer to the above address, I understand the following:

1. An inspection will be made of my current address and I must be approved to move.
2. A transfer fee of \$75.00 will be charged if I have lived in my current apartment for less than a year.
3. Deposit on the new apartment must be paid prior to moving into the new address.
4. I must sign a one-year lease on the new apartment.
5. The deposit at my current apartment will be applied to the damages at my current apartment. Any deposit left over will be refunded to me. Any charges on the current apartment will be charged to the new apartment and must be paid in full when the statement of charges are received.
6. Rent begins on the new apartment when I receive the keys to that apartment. Rent will continue at the old apartment until I turn in my keys to that apartment.
7. Hager will charge me \$20/hr. labor if they have to clean out personal belongings or trash left in my current apartment. That includes such items as furniture, clothing, personal belongings, paper, coat hangers, food in cabinets and fridge, etc. Refer to cleaning prices are listed on the back of this transfer application.

Signature: _____

Signature: _____

Signature: _____

Comments from Maintenance Supervisor making the inspection:
(Full charges will not be assessed until tenant has moved out.)