CONDITIONS OF TRANSFER

Regarding tenant’s upcoming transfer, we wish to point out that while we do not charge a transfer fee, the tenant will incur certain costs related to the transfer (e.g., new deposit, charges exceeding current deposit, etc.). The following conditions will apply to all transfers:

1. The tenant must be a resident in Good Standing (no lease violations, no outstanding balances due to Landlord, no late rent payments, etc).

2. The tenant will be required to pay a new deposit based on the tenant’s current income. This deposit must be paid prior to the transfer, and in the event the tenant does not have sufficient funds to pay the deposit, the transfer will be denied. The deposit paid for the apartment in which the tenant currently resides will be refunded less any unpaid rent or other amounts the tenant owes under the lease, within 30 days of the move-out date, or a shorter time if required by state and/or local law. If charges exceed the amount of deposit, the tenant will be required to pay the difference prior to transfer. (Kier Property Management will accommodate persons with verifiable disabilities.)

3. During the transfer from one apartment to the other the tenant will be occupying two apartments. The tenant will be charged rent on both apartments (market rent on the first apartment) until the keys from the first apartment are turned over to the Site Manager.

4. Please coordinate the transfer with the Site Manager. The tenant must schedule the move-out inspection with the Site Manager when the keys to the current apartment are ready to be turned in, all personal belongings must be removed from the apartment, and all cleaning must be completed. The purpose for the move-out inspection is for the tenant and the Site Manager to go through the apartment and inspect the conditions together in case of any disagreement. (If the tenant disagrees, all concerns must be brought to the attention of the Site Manager at that time.)

I have read and understand the above "Conditions of Transfer" and agree to abide by them.

Signature of Resident                                           Date

An alternative format of this document will be provided upon request.