



COACHLIGHT COMMUNITIES LLC

Be Here, Be Home

TRANSFER POLICY & REQUEST

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

Conditions To Transfer:

1. Resident is required to pay a \$400 transfer fee (non-refundable) at time of new lease signing available apartment.
2. Resident may transfer to a unit of a different size only at the end of their lease. For example, moving from a 1 bedroom to a 2 bedroom apartment. Not from a lower to an upper of the same size.
3. Resident must have fulfilled their current lease term unless extenuating circumstances apply and are approved Management.
4. Resident must have no complaints on file within the last 2 years (24 months).
5. Resident must have good rental payment history with no more than 1 late, or 1 NSF payments in the last 12 months.
6. Gross income must be 2.5 or 3 times (depending on property) the amount of apartment's monthly rent. Income verification must be shown.
7. Management will set up an inspection immediately following a Transfer Policy & Request having been submitted to the office. If management considers the condition of the current apartment to be poor (housekeeping or damages), you will not be permitted to transfer.
8. If you do not accept the transfer offer within 24 hours, your transfer request will be cancelled.
9. Any new residents must fill out an application and pay the \$20.00 application fee. Once the application is approved, the new resident may move in and be added to the lease.
10. Apartment transfers are not generally available October 1st thru February 28th.

Procedure Following Transfer Acceptance:

1. A new 12 month lease must be signed within 3 days of accepting transfer.
2. Resident must pay rent for current apartment and utilities through the end of the transfer (3 days) or until keys are received. Rent on the new apartment will begin three (3) days after resident picks up keys. The three (3) days rent is included in the transfer fee for the new unit.
3. Your Security Deposit on your current apartment will automatically transfer to your new apartment upon move-in.
4. Resident will be responsible for all damages or cleaning costs incurred on the vacated apartment to be paid within 10 days of an Invoice. If it is not paid or a payment plan is not set up with the office you will be sent to Collections.

* This policy is subject to change without prior notice and will convert to new policy until accepted by management.

If resident would like to submit their request to transfer please fill out below and submit no later than 2 calendar months prior to current lease expiration date.

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: _____ Lessee: _____ Date: _____

Office Use Only:

DATE RECEIVED BY MANAGEMENT: _____ MANAGEMENT INITIALS: _____
 FAXED DROP BOX GAVE IN PERSON