The Leasing Coordinator will act on your request to transfer in accordance with the conditions of transfer stated below. Requests for transfer that are very specific in terms of location may take longer to fulfill.

**CONDITIONS OF TRANSFER**

**ASSIGNMENT POLICY: Convenience Transfer**

For purposes of this policy, a convenience transfer is defined as a transfer to a different apartment which is not required by the Division of University Housing to remain in compliance with the lease. A convenience transfer will be handled, for the most part, like a new application for an apartment. The resident requesting a transfer will be placed on the new apartment waiting list and assignments will be made according to date of receipt of the transfer request.

**ASSIGNMENT POLICY: Priority Transfer**

For purposes of this policy, a priority transfer is defined as:

1. Medical transfers when approved by the Director of Administrative Services and Leasing, the Director of Resident Support Services or the Director of University Apartments.
2. Emergency transfer requested by any Assistant Director or Director of University Apartments.
3. Priority transfers initiated by the Division for renovations or remodeling.

**ASSIGNMENT POLICY: Mandatory Transfers**

For purposes of this policy, a mandatory transfer is defined as:

1. Mandatory transfers initiated by the Division for renovations or remodeling.
2. Mandatory transfers due to unexpected or emergency maintenance issues or major physical damage to the resident’s apartment or building.
3. Mandatory transfers of those families whose size may not allow them to remain eligible under Section 4 ("Occupancy Limitations") of the lease. These limits are:

   Families with more than three persons are **not** eligible to remain in a one-bedroom apartment in either Eagle Heights or University Houses.

   Two-bedroom apartments in Eagle Heights may be leased to families with up to five persons. Two-bedroom apartments in University Houses may be leased to families with up to six persons.

   Families with 2 or more dependants may lease a three bedroom apartment. Standard and small three-bedroom apartments in Eagle Heights may be leased to families with up to 7 persons. The Large and Townhouse three bedroom apartments in Eagle Heights may be leased to families with up to 8 persons. Three-bedroom apartments in University Houses may be leased to families with up to 8 persons.

**TRANSFER OFFER LIMITATIONS:**

1. Convenience transfers to 1 bedroom and standard 2 bedroom apartments in Eagle Heights and University Houses will not be made between May 1, 2015 and September 30, 2015.
2. Transfer requests will not be approved for residents who have past due accounts with University Housing. Transfers for these residents will be reconsidered when their accounts are current.

3. The number of transfer offers that can be made to residents who must move to accommodate a renovation or remodeling project will be limited by rental conditions and/or apartment availability at the time the project is scheduled.

4. Transfer approvals will be contingent upon the results of a pest control inspection of the applicant’s current apartment. Residents must call the Apartment Facilities Office (262-2037) to schedule the inspection, but this does not need to be done until the resident receives a transfer offer. Residents must pass a pest control inspection of their apartment in order to receive a lease for another apartment.

5. The number of transfer offers that can be made to residents who are required to make a mandatory transfer because their household size no longer allows them to remain eligible for their current apartment will be limited by rental conditions and/or apartment availability. Residents who decline an offer or otherwise refuse to move may not be offered a lease renewal when their current lease expires.

TRANSFER CHARGES:

1. All residents who accept a non-mandatory transfer will pay an administrative fee of $300 at the time of transfer. Damage and cleaning charges, if any, are assessed separately.

2. Residents making mandatory transfers or priority transfers due to renovation will not be charged the administrative transfer fee but are responsible for any damage and cleaning charges that might be assessed.

3. University Houses residents who moved out of University Houses for the duration of the renovations will be considered priority transfers if they wish to move back to University Houses after the renovations are completed. Returning University Houses residents will not be assessed a transfer fee. Damage and cleaning charges, if any, are assessed separately and would be the responsibility of the resident.

4. Eagle Heights residents transferring to 1 and 2 bedroom apartments in University Houses between October 1, 2015 and November 30, 2015 will not be charged at transfer fee. Damage and cleaning charges, if any, are assessed separately and would be the responsibility of the resident.

5. Residents who vacate the old apartment and move to the new apartment on the first day of the new lease will not pay double rent if the following conditions are met:
   
   a. The resident picks up the keys for the new apartment the first day of the new lease.
   b. The resident turns in their keys for the old apartment by 8:00 a.m. of the next working day of the new lease.

   Additional days to move (with double rent) can be arranged through the Leasing Coordinator or the Director of Administrative Services and Leasing.