TRANSFER POLICY — HARVEY STREET APARTMENTS

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(s) 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.

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.

TRANSFER OFFER LIMITATIONS:

1. Convenience transfers will not be made between May 1st and September 30th of each lease year.
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. 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.
4. 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.

TRANSFER CHARGES:

1. **All residents who accept a convenience or priority 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 will not be charged the administrative transfer fee but would be responsible for any damage and cleaning charges that might be assessed.

3. 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 Director of Administrative Services and Leasing.

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