

Date Received: ____/____/____

Received By: _____

Resident(s): _____

Current Address: _____

Pending Address: _____

Reason for Transfer: _____

Date Transfer Fee Paid: _____

By signing this Resident Transfer Request I/we agree to the following:

- Resident(s) must complete a minimum of 6 months of their 12 month lease agreement.
- Resident(s) must complete a new Application and sign a new 12 month Lease Agreement including any applicable lease addendums.
- To pay any applicable application fee(s), deposits and non-refundable pet fees.
- To pay the \$400 Transfer Fee if my lease has not expired at the time of transfer.
- To allow management to inspect my current apartment and evaluate my payment history prior to approval being granted.
- Rental account must be satisfied in full before such transfer can occur.
- Resident agrees to be financially responsible for both apartments (the apartment in which the resident is transferring from and to) until keys are submitted to Gaslight Property Management and possession is relinquished by the resident. Once the Gaslight Property Management receives possession of the apartment the resident is transferring from, by submission of keys,
- Resident(s) are responsible to transfer their utilities accordingly. All utilities must be transferred to the new address before the move-in takes place.
- Resident(s) will be responsible for any damages to the previous unit upon completion of the Statement of Deposit Account for the apartment in which they have transferred.

Current monthly rent: _____

New monthly rent: _____

Move out date: _____

Move in date: _____

Tenant

Date

Tenant

Date

Portfolio Manager

Date Approved