

Transferring to Another Unit Policies

Transferring tenants *must* move up or down in the number of bedrooms.

- All transferring tenants are required to move into a unit that has either more or fewer bedrooms than their current unit. For instance, tenants in 2-bedroom apartments are not permitted to transfer into another 2-bedroom apartment.
- Tenants **are** permitted to move from an apartment/townhouse/condo to a house. Tenants **are not** permitted to move from a house to a house.

Transferring tenants *must* complete an Application to Transfer Form *and* place a \$100 hold on the unit they wish to transfer to.

- Application to Transfer Forms may be acquired at the Hager Rental Management Office.
- A \$100 hold is required to ensure that the unit is held until the application to transfer is processed. For \$100 holds, Hager Rental Office accepts cash or check. If an application to transfer is denied, the \$100 hold is refundable. If an application to transfer is approved, the \$100 hold will go toward the deposit on the tenant's new transfer address.
- A 30-Day Notice to Vacate is *not* required when a tenant is transferring from one unit to another.

Transferring tenants *must* complete a bedbug inspection *and* an inspection with Hager Rental Management's foreman before being approved.

- Tenants must pay to have a bedbug inspection of their current unit before transferring. We recommend Danny's Termite & Pest Control (859) 624-2894. (Usual cost is \$30-\$40) Tenants are required to turn in a *cleared* bedbug inspection report to the Hager Rental Management Office before being approved.
- Tenants must schedule a walk-through inspection with Hager Rental Management Office before being approved. The foreman will complete this scheduled inspection and must verify that the unit is in good condition before being approved.

Transferring tenants *must* sign a one-year lease.

- All transferring tenants are required to sign a one-year lease on the new address they are transferring to, even if their current lease is month-to-month.
- All transferring tenants are required to live in their current unit for at least 6 months before being eligible to transfer to another unit. Tenants living in houses can not transfer until the one-year lease has been fulfilled.

Deposits, Fees, & Charges

- Tenants who have lived in their current unit for less than a year **must** pay a \$75 transfer fee. For transfer fees, Hager Rental Management Office accepts check or money order.
- All deposits (including pet deposits) stay with their original unit and cannot be transferred from one unit to another. The full deposit amount and (prorated) first month's rent must be paid prior to moving in to the new address.
- Deposits for the tenant's original address may be issued back to the tenant via refund check, under the condition that there are no damages to the unit and the lease has not been broken.
- Rent for the original address will continue until tenant has turned in their keys. Likewise, rent for the new address will begin once the tenant receives their new keys.
- Any personal items left in the original unit will result in a cleaning fee. (See Potential Move-Out Charges Form)

- Tenant approved to transfer
- Tenant denied a transfer

Application to Transfer to Another Apartment with Hager Rental Mgmt, LLC

Today's date: _____

Name: _____ Phone: _____

Current Address: _____

Date moved in: _____ Deposit paid: _____ Rent: _____

Address applying for: _____

Deposit for this apartment: _____ Current Rent: _____

In applying to transfer to the above address, I understand the following:

1. An inspection will be made of my current address and I must be approved to move.
2. A transfer fee of \$75.00 will be charged if I have lived in my current apartment for less than a year.
3. Deposit on the new apartment must be paid prior to moving into the new address.
4. I must sign a one-year lease on the new apartment.
5. The deposit at my current apartment will be applied to the damages at my current apartment. Any deposit left over will be refunded to me. Any charges on the current apartment will be charged to the new apartment and must be paid in full when the statement of charges are received.
6. Rent begins on the new apartment when I receive the keys to that apartment. Rent will continue at the old apartment until I turn in my keys to that apartment.
7. Hager Rental Management will charge me \$35/hr. labor if they have to clean out personal belongings or trash left in my current apartment. That includes such items as furniture, clothing, personal belongings, paper, coat hangers, food in cabinets and fridge, etc. Refer to cleaning prices listed on the back of this transfer application.

Signature: _____

Signature: _____

Signature: _____

Comments from Maintenance Supervisor making the inspection:
(Full charges will not be assessed until tenant has moved out.)