

Request to Transfer Agreement

Apartment transfers are permitted under the following conditions:

1. Residents within the first year of their Lease must have completed a minimum six (6) months of the Lease term before being considered for transfer.
2. After completing six (6) months of the first year of their Lease, a transfer fee of \$300.00 will be required and is to be paid at the time of signing the Request to Transfer Agreement.
3. Rental payment must be timely in accordance with your current Lease Agreement consecutively ninety (90) days prior to your transfer.
4. All residents desiring to transfer must provide one (1) full calendar months notice.
5. Resident agrees to an inspection of the apartment to see if the apartment is in satisfactory condition.
6. A new rental rate for the new apartment will be applied. An application must be completed, a new 12 month lease signed and a security deposit paid at the time of lease signing.
7. All move-out procedures must be followed in accordance with the Lease Agreement. The security deposit on the existing apartment will be refunded according to Maryland law.
8. Resident agrees to the terms and conditions to this agreement and understands Management has the right to reject the request if any of the terms and conditions of the agreement are not met. If the Request for Transfer is rejected or the Resident cancels the transfer, or the Resident does not move into the newly leased apartment, Resident will be held liable for the remainder of the existing Lease term.

Resident(s) Name:

Apartment Address:

Requests Transfer to:

Rent on the Existing Apartment is due to the end of _____ and Resident agrees to return the keys no later than this date.

Resident's Signature _____ Date _____

Resident's Signature _____ Date _____

Manager's Signature _____ Date _____