



TRANSFER POLICY & REQUEST

THE FOLLOWING REQUIREMENTS APPLY FOR ANY RESIDENT THAT WISHES TO TRANSFER TO ANOTHER APARTMENT WITHIN THE MALLARD LAKE COMMUNITY:

1. Resident may transfer from a one-bedroom apartment to a two-bedroom apartment, or a two-bedroom apartment to a one-bedroom apartment at the end of their lease.
2. Resident must have fulfilled at least one 12-month lease term.
3. If a resident would like to transfer to another apartment, which is not within our guidelines as specified above, there will be a \$200 transfer penalty fee in addition to the regular transfer fee required below.
4. If resident would like to submit their request to transfer please fill out below and submit no later than 60 days prior to current lease expiration date.
5. If resident is transferring during the middle of their lease, resident must provide 60 days prior written notice. This notice will start from the date a new apartment is elected, application received, transfer fee's and security deposit are paid.
6. Resident must have good rental payment history with no more than 1 late, or 1 NSF payments in the last 12 months. Additionally, the resident must have no complaints on file.
7. Management will set up an inspection immediately following Transfer Policy & Request has been submitted to the management office. If management considers the condition of your current apartment to be poor, you will not be permitted to transfer. If the transfer is approved, management reserves the right to perform another pre-move out inspection within seven days of the notice to transfer/move out date. If the first or second requirement is not met and approved, the transfer is denied in full, no exceptions.
8. Resident is required to pay a \$300 transfer fee (non-refundable) at time of application.
9. Resident is required to pay a \$200 cleaning deposit at time of application. The check will be applied toward the account if there are any damages incurred to your apartment.
10. Your Security Deposit for your current apartment will automatically transfer to new apartment upon move-in.
11. Resident must fill out a new application (application fee included in transfer fee). Once the application is received, and an apartment is selected your existing apartment will go on notice to vacate.
12. Resident must be able to sign a 12-month lease on the new apartment, unless management has specified otherwise. If a renewal monetary sign-on bonus is offered upon renewal this bonus will be given on the first months rent. If a short-term lease (any lease less than 12-months) is offered to the new move-ins you may select this option
13. Resident must pay rent for current apartment through the end of the lease in addition to rent on the new apartment, or until keys are received which ever is later. Rent on the new apartment will begin two (2) days after resident picks up keys. The two (2) days rent is included in the transfer fee.
14. If move in date is past the current scheduled expiration date, an extension will be required and lease extension is subject to any market rent increases and short-term lease fees (will waive extension fee if 7 days or less). See current policy.
15. The resident must speak to our transfer specialist if there are any additional questions, or to make transfer arrangements.
16. This policy is subject to change without prior notice and will convert to new policy until accepted by management.

I/We, of Building # _____, Apartment # _____ would like to transfer to a _____ - bedroom apartment for the following reason: _____ . I/We understand the above transfer policy terms and conditions and understand that only once management has approved my request to transfer based on the above formalities may I/We select an apartment and make any moving arrangements.

Lessee

Lessee

Date

Office Use Only:

DATE RECEIVED BY ML MANAGEMENT _____ FAXED DROP BOX GAVE IN PERSON ML INITIALS _____