



RENTAL TRANSFER REQUEST

Applicant's Name: _____ Date: _____

Current Unit #: _____ Size: _____

Daytime Phone #: _____ Cell # _____

UNIT TRANSFER REQUEST INFORMATION

Unit Size: _____ Building #: _____

Pets (TI only): _____ Other: _____

Reason for move: _____

General Policy:

In-House unit transfers in an APCHA managed property or from one APCHA managed property to another are not generally encouraged by management. The processing of unit transfers creates more paperwork and also increases unit turnover time. A unit transfer may be considered only for those tenants in good standing with a one year minimum tenancy, and will require pre-approval from the Executive Director. A \$300 transfer fee will be assessed at the time a unit is offered and a qualification application is submitted. If the application is not approved the fee will be refunded.

The Housing Office will maintain transfer requests and will inform tenants on availability in the order requests are received prior to advertising an open unit to the public. The Applicant's request will be kept on file in the Housing Office until a unit fitting the description of the request becomes available. APCHA also has the right to rent a unit to other applicants at its discretion.

The tenant understands that if/when a unit is offered he/she must confirm with APCHA within 48 hours to accept or decline the unit. Tenant is responsible for informing APCHA if the request is no longer needed.

Applicant's Signature

Date

Co-Applicant's Signature

Date

FOR OFFICE USE ONLY:

PRE-APPROVED: YES NO IN GOOD STANDING: YES NO

VERIFIED BY: _____ DATE: _____

MEETS INCOME/OCCUPANCY REQUIREMENTS?: YES NO

COMMENTS: _____

