

# LEASE TRANSFER REQUEST FORM

TRANSFER FEE \$100.00

The following **MUST** accompany this form in order to be submitted to the office:

1. Completed rental application(s)
2. UMASS form(s)
3. Guarantor form(s)

**\* Transfer cannot be completed until all rent, damages and transfer fees are paid in full \***

**\*\*Laundry cards/keys issued to outgoing residents must be returned at time of transfer.\*\***

**\*\*All current & new tenants must be present for inspection and paperwork appointment\*\***

APARTMENT NUMBER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

PLEASE PRINT

CURRENT NAMES OF TENANTS ON LEASE:

Check if moving

_____	_____
_____	_____
_____	_____
_____	_____

**NAMES OF NEW APPLICANT(S):** (completed applications, UMASS and guarantor forms **MUST** be attached)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED TRANSFER

DATE: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

Puffton Village does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

### PUFFTON VILLAGE TRANSFER PROCEDURE

The following must be **STRICTLY** adhered to if **ANY LEASE CHANGE** is to be completed during the lease term. All tenants (leaving, staying or new) must be present for the transfer appointment.

1. **A REQUESTED LEASE CHANGE FORM** must be submitted to the Rental Office thirty (30) days prior to the requested date of change. **COMPLETED RENTAL APPLICATION(S), UMASS FORM(S)** and if applicable **COMPLETED GUARANTOR FORM(S)** for each incoming tenant(s) must be attached.
2. **NO RENT CAN BE OWED**-\*\*\* **OUTGOING TENANTS** \*\*\*-NO PERSONAL CHECKS accepted for any outstanding balance. **TRANSFER FEE \$100.00**
3. **CONDITION OF THE UNIT AT TIME OF TRANSFER.**

**Any damages found must be paid for in cash, money order or bank check before the transfer can be completed.**

Outgoing and incoming tenants must agree on the **cleanliness of the apartment**. **Puffton Village will not clean the apartment.** Cleaning needed beyond normal wear and tear will be charged upon move out – even if the incoming tenants accepted a dirty apartment upon transfer.

4. **A Transfer Appointment** must be **scheduled** with the Rental Office once the paperwork has been approved.

#### **THE FOLLOWING WILL OCCUR DURING YOUR TRANSFER APPOINTMENT:**

**A move out and move in inspection will be completed on the unit. The Security Deposit amount will be transferred to the individual(s) that will be on lease as of the day of the transfer.** It is the responsibility of the outgoing tenant(s) to make arrangements with the new tenants(s) transferring in regarding these monies.

**All tenants that will be on lease as of the Transfer must sign a form accepting the unit “As Is”. New Incoming tenant(s) must sign the Rental Agreement and Lead Certification form.**

**If applicable they must also complete a request for electricity form and sign a parking agreement and obtain a parking sticker.**

**All keys issued to the outgoing tenant(s) must be given to the incoming tenant(s). Keys are not to be dropped off at the office.** All laundry cards/keys that have been issued to outgoing tenant(s) must be returned during the transfer.

