



## Off-Campus Housing How to Transfer Apartments

In order to accommodate your changing needs, Quadrangle Housing has made it possible for residents to transfer from one apartment to another within our community. Our sincere desire to retain our residents within the extensive choices this enables us to extend the following transfer policy.

### General Transfer Policy & Fees

- ❖ Residents may transfer from one apartment to another within Quadrangle Housing.
- ❖ There is NO fee to transfer.
- ❖ Rates for all transfers will be at the published rates for that apartment type.
- ❖ A new deposit is required.

### Transfer Eligibility

- ❖ Residents must have completed one full term of their current lease.
- ❖ To obtain a transfer, you must be a current resident of Quadrangle Housing with no outstanding balances.
- ❖ No lease violations.

### Transfer Times

- ❖ A resident may submit a transfer request no later than July 1<sup>st</sup>. We do not offer transfers throughout the months of August-November.
- ❖ All transfers must be made by July 31<sup>st</sup>.

### Priorities for Making Transfers

- ❖ All transfers will be made on a first-come-first-served basis, according to the date of application and availability of the apartments.
- ❖ Be sure to only list the type of apartment that would meet your needs better than your current apartment.

### Steps to Transfer

1. Complete a transfer application request form and submit it to the Quadrangle Housing office. The form must be completed and signed by the lease holder.
2. Transfer assignments will be limited only to the type of apartment your request or your needs. (i.e., a one bedroom @ 6152 Waterman)
3. Offers are based on 1) availability 2) the date the request is submitted.
4. Once your needs have been designated and an apartment of the appropriate type is available a transfer offer will be sent to you by e-mail.
5. If you do not accept the transfer offer within five working days, your transfer request will be cancelled.
6. New leases must be signed at least 30-day in advance of the new move in date.
7. In most cases your transfer will be scheduled so that you may pick up keys for your new apartment at 2 p.m. or later on a given Friday. You will be required to return the keys for your old apartment by 9:00 a.m. the following Monday.
8. You are expected to return your original apartment in good repair and in clean condition. Please follow the guidelines to vacate provided. The deposit on the old apartment will be expedited after the move out inspection is completed.

Thank you! We sincerely appreciate the opportunity to serve you. If you have any further questions or concerns, please contact our leasing team 314-935-9511.