VESICA REAL ESTATE

Date: _____

Full Name:_____

Address: _____

Transfer Policy

Thank you for expressing interest in transferring to another unit with Vesica Real Estate. To be eligible for a transfer, these conditions must be met:

- The signed lease agreement at your current unit must be fulfilled. If you do not want to fulfill the entire lease agreement, you will be held financially liable for fees associated with terminating the contract. If you want more information about those costs, review the *Lease Termination Policy* online and be sure to understand it prior to submitting this form or paying a Holding Deposit.
- Management will tour your current unit to confirm you are eligible to transfer. The purpose of the tour will be to verify minimal damage to your current unit. Payment history, actual physical damage, housekeeping, and neglect will all be considered.
- To reserve a unit of interest, you should pay a Holding Deposit equal to its Security Deposit. When this is paid, the unit will be reserved for you.
- You do not have to pay a new application fee, but you should resubmit the data requested of you to verify you qualify for the new unit. You will have two business days after the Holding Deposit is paid to submit and verify your information. Withholding info requested could result in the Holding Deposit being forfeited.
- Your new unit will be ready for move-in on a specific date. If this date is prior to your current lease end date, you will be responsible for rent on both units.
- A final move-out inspection will be conducted on your current unit when you surrender the keys to management. At that time, any cleaning or damage charges will be added to your account, and the Security Deposit for the prior unit will be allocated to those

charges. The new Security Deposit will remain in escrow to be used only on move-out charges for the new unit.

TRANSFER REQUEST

I am a current resident of Vesica Real Estate and I understand the conditions above. I wish to move out of my current unit and reserve a new unit. I have identified a unit I wish to reserve and its address is: _____

I am told by management what day I will be responsible for paying rent on the new unit. My move-in date for my new unit is scheduled for: _____

I wish to move from my current unit to a new unit for the following reason:

_____

_____

_____

MOVE OUT DATE ON CURRENT UNIT

Vesica Real Estate will record the date I submit as a notice-to-vacate on my current unit which will trigger a series of actions related to putting my current unit on the market in order to secure a new resident. I will read notices that arrive about the notice-to-vacate and comply with any move-out requirements, including surrendering my keys to my current unit on or before midnight of the move-out date.

My current address is: _____

I plan to move out of my current unit by: _____

Signature: _____ Date: _____