



730 North Jefferson Street
Jackson, MS 39202
(601) 948-3460 · fax (601) 948-3490
www.BelhavenResidential.com

Transfer Policy

Resident's Name: _____

Address: _____

Lease Expiration:

- You will be considered a candidate for transfer if you've lived in your unit one year or longer and if your current lease has expired.
- A non-refundable transfer fee of \$100 is required to reserve a specific apartment. The non-refundable transfer fee of \$100 will be used to hold the new unit for up to 7 days. If you have failed to move into the unit 7 days after this is paid or at the time the unit is ready for you, this amount will be forfeited and the unit put on the open market for rent.
- You will be required to sign a new lease agreement at the new unit for the current market rate.

Qualification Guidelines:

- Resident criteria must be met for the new apartment and approved according to the Qualifications Guidelines. We must re-verify employment and income. If current resident(s) wants to add a roommate, the roommate must submit an application, pay the application fee, and be approved **BEFORE** an apartment can be reserved. All adults older than age 18 residing in the apartment must have an application filed with the office.
- Your payment history with Belhaven Residential must meet satisfactory standards.
- Your Argen water account must be satisfactory. (Leasing Manager will get this information for you and you must give management your money order or check to send to Argen before you can transfer.)
- Management will walk your current apartment prior to the approval to transfer. At this time, management will determine if a new security deposit is required for the new apartment or if management will be able to transfer your old security deposit to the new apartment. The transfer can be denied due to any damages or poor housekeeping.
- Condition of apartment at walk-thru: Good _____ Fair _____ Poor _____
- Pet Fee: A new non-refundable pet fee of \$200 must be paid on the new unit prior to transferring. The existing pet deposit will be transferred to your new unit only if the current apartment does not have excessive damage caused by a pet.



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Moving Deadlines:

- Resident has exactly 48 hours to move and turn in the keys to the old apartment or rent will be owed for both old and new apartments.
- Leasing Manager will give you a cleaning checklist; go over it carefully. Your deposit will transfer only if you leave the old unit clean and free of damage.

By signing below, I acknowledge I have read the Transfer Policy and agree to transfer under the above guidelines.

Resident: _____ Date: _____

Resident: _____ Date: _____

BR Staff Name: _____ Inspection Date: _____

Transfer Accepted: _____

Transfer Declined: _____

Notes:
