



730 N. Jefferson Street  
Jackson, MS 39202  
Phone: 601.948.3460  
BelhavenResidential.com

## TRANSFER POLICY

Thank you for expressing interest in transferring to another unit with Belhaven Residential. 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, 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. 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 submit 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 Belhaven Residential 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:

\_\_\_\_\_ <new address for unit desired>

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:



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\_\_\_\_\_ <move-in date for new unit>

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

\_\_\_\_\_ <reason to move to the new unit>

**MOVE OUT DATE ON CURRENT UNIT**

Belhaven Residential 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 \_\_\_\_\_ <move-out date>

Signature \_\_\_\_\_ Date \_\_\_\_\_