

Transfer Policy Ridgecliff Apartments

Transfers, in order of priority, are as follow:

1. Requests for a Reasonable Accommodation This request is to be documented and verified according to FAM Form 047-A Procedures and Guidelines for Responding to Request for a Reasonable Accommodation. After completion of this process, the resident's name is to be placed on the waiting list for the next available unit. Request for a Reasonable Accommodation transfers are given priority over voluntary transfers, therefore transfers of this type are made before any voluntary transfer is considered. Multiple Requests for a Reasonable Accommodation transfer are handled on a first come, first served basis. For this type of transfer, no transfer fee is required. The resident must leave their current apartment in a clean and maintained condition. If the apartment is not left in a clean and maintained condition the resident is responsible to pay for all damages and repairs excluding normal wear and tear. Payment for damages and repairs is due within 30 days of move-out.
2. Family Size If it is determined that a resident's current apartment is smaller or larger than our screening criteria allows (1-2 persons per bedroom) as a result of a change in a resident's family size, the household will be required to transfer to an appropriately sized apartment. After determination of a resident's family size, the resident's name is to be placed on the waiting list for the next available unit. Requests for a transfer due to change in family size are given priority over voluntary transfers; therefore transfers of this type are made before any voluntary transfer is considered. Multiple requests for transfers due to change in family size are handled on a first come, first served basis. The resident must be given a 30-day notice when an appropriately sized unit becomes available. If an appropriately sized unit is not available, then the resident cannot be required to move. For this type of transfer, no transfer fee is required. The resident must leave their current apartment in a clean and maintained condition. If the apartment is not left in a clean and maintained condition the resident is responsible to pay for all damages and repairs excluding normal wear and tear. Payment for damages and repairs is due within 30 days of move-out.
3. Family Composition If a resident requests a change in apartment size due to a change in family composition and not a change in family size, then this request is considered voluntary. All voluntary requests for transfer require a \$200 transfer fee to be paid in full in advance of the transfer. The resident must have fulfilled the first year's lease before a transfer is considered. The resident must also be a resident in good standing. A resident in good standing is defined as a resident with no pending complaints and no chronic lease violations. The resident must pay their rent on time and maintain their apartment in a safe, decent and sanitary condition. The resident must leave their current apartment in a clean and maintained condition. If the apartment is not left in a clean and maintained condition the resident is responsible to pay for all damages and repairs excluding normal wear and tear. Payment for damages and repairs is due within 30 days of move-out.
4. Any Other Transfer All voluntary requests for transfer require a \$200 transfer fee to be paid in full in advance of the transfer. The resident must have fulfilled the first year's lease before a transfer is considered. The resident must also be a resident in good standing. A resident in good standing is defined as a resident with no pending complaints and no chronic lease violations. The resident must pay their rent on time and maintain their apartment in a safe, decent and sanitary condition. The resident must leave their current apartment in a clean and maintained condition. If the apartment is not left in a clean and maintained condition the resident is responsible to pay for all damages and repairs excluding normal wear and tear. Payment for damages and repairs is due within 30 days of move-out.