



Management Services and Housing and University Center

Transfer Application Packet

*Please read all information in this packet carefully.
You are responsible for all enclosed information.*

Students are encouraged to accept only housing which is suitable to their current and future needs. However, needs may change over a period of time. It is the desire of the Office of Housing to meet the changing needs of our residents. As a current University apartment or house resident, you have the option of selecting another more suitable living environment. This brochure outlines the policies and procedures related to transferring from your current residence to another University apartment or house.

Transfer Applications will only be processed during the following periods

- 1. October 1 through November 30**
- 2. February 15 through April 30.**

All other times are considered heavy assignment periods for students who do not already have the advantages of University Housing.

**PLEASE KEEP THE APPLICATION INSTRUCTIONS LOCATED ON THE
BACK OF THIS SHEET FOR YOUR INFORMATION.**

Notice: You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Transfer Application Process

Transfer Priorities

When vacant apartments or houses are ready to rent, eligible transfer applicants will be assigned according to the following priorities.

1. First priority for any available housing will go to students who are not current residents and do not already have the advantages of University Housing.
2. Priority for houses will be given to students with dependent children.
3. Residents requesting more suitable housing because of a documented change in medical need or a change in family status such as the birth of a child shall receive priority over other transfer applicants.

Other transfer applications will be considered on a first-come, first-served basis according to the date the request was received by the Leasing Consultant.

(Policies and Procedures are subject to change at any time.)

A Leaseholder may apply to transfer under the following Conditions:

1. Applicant must be currently enrolled at the University as a full or part time student.
2. Applicant must have lived in his or her current residence for at least 12 months prior to applying for transfer.
3. Applicant must have good rental payment history, and current rent must be paid in full.
4. Applicant must not have committed unreasonable damages or waste to the current residence.
5. Applicant must not have been involved in behavior that is disruptive to the community.

If you believe you meet the above listed guidelines, the attached application must be submitted to the Housing Office

Once the Transfer Application is received:

Housing staff will make sure all conditions listed above have been met and send an email response with one of three recommendations will be made:

1. Approval of transfer –the application is approved and there is an apartment to offer, please follow all the instructions in the email promptly.
2. Denial of transfer – the applicant did not meet the aforementioned conditions to apply for the transfer
3. Approval Pending – the transfer is approved but there is not an apartment to offer. The leaseholder will be placed on the waiting list.

If the Transfer is APPROVED and an apartment is offered:

1. The Leaseholder must accept within 48 hours.
2. Residents requesting a transfer will be assessed a Processing Fee of \$40.00. This fee is payable if and when a new lease is completed. The transfer fee is intended to offset administrative costs. Any cleaning and/or maintenance charges incurred from the vacated apartment must be paid in addition to the transfer fee. A current lessee's security deposit will transfer to the new property. Rent due under an existing lease will be payable through the date that a proper move out inspection is performed and keys are returned. Rent due under a new lease will be payable on the date keys are issued.
3. Residents are responsible for the new lease 3 month minimum term.

If the Transfer is DENIED:

Resident will receive an email with the reason why the Transfer has been denied.

It's your Choice

As a part of the community, we offer you the opportunity of transferring to the area of your choice. As you consider the option of transferring, carefully evaluate the expense, time, and work involved against your projected length of stay and personal needs. If you desire an application form, clarification, or additional information, Housing staff members will be pleased to assist you.

Leaseholder Requesting to Transfer (please print clearly):

Name:		MyMAV EMPLID:	
Cell Phone:		Home Phone:	
Current Address:			
Email Address:			

Please answer the following questions:

1. When did you move into the apartment? Date: ____ / ____ / ____
2. How many credit hours are you currently taking? _____
3. Have you ever been involved in a disciplinary incident at your community? ____ YES ____ NO
If yes, please explain. _____
4. Is your Campus Life Account Balance paid in full? ____ YES ____ NO

Earliest Acceptable Move in Date _____
(Month) (Day) (Year)

Current Housing Type: ____ 1 Bedroom Apartment ____ 2 Bedroom Apartment ____ House

Facility needed: ____ 1 Bedroom Apartment ____ 2 Bedroom Apartment ____ House

Number of Children (*if applicable*): ____ Please List Ages of Children: _____

Apartment Community Preferred: (List 1 choice only) _____

Reason for Transfer Request: Please explain reason below:

- Change in Medical Need _____
- Change in Family Status _____
- Other _____

Please answer YES or NO to the following questions.

Yes / No I understand I will be notified by email of the status of my application.

Yes / No I have read and understand the Lease Transfer Application Process Information included in this packet.

Yes / No I understand if the transfer is approved I will be charged a \$40 processing fee.

**Signature of Leaseholder
Requesting to Transfer:** _____

Date: _____

To accept a transfer offer, the applicant must respond promptly and without delay. The appropriate leasing personnel must receive the required documents and monetary consideration as stated in the offer, or the offer will be considered void.

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Applicant Eligibility Review

Enrollment Requirement	Applicant is currently enrolled at the University as a full or part time student.
Occupancy Requirement	Applicant must have lived in his or her current residence for at least 12 months prior to applying for transfer.
Rental Payment Requirement	Applicant has good rental payment history, and current rent is paid in full.
Care of Premises Requirement	Applicant has not committed unreasonable damages or waste to the current residence.
Community Living Requirement	Applicant has not been involved in behavior that is disruptive to the community.