



APARTMENT TRANSFER REQUEST

Name _____ UT EID _____ Apt # _____ Phone # _____

Email _____ Today's Date _____

I am applying to transfer FROM a 1 Bdrm 2 Bdrm 3 Bdrm
TO a 1 Bdrm 2 Bdrm 3 Bdrm

Eligibility Requirements:

By signing below, I understand that:

1. Transfers are accepted only for a change in family status or extenuating circumstances as approved by the manager
2. Transfers are only offered to those with a good payment history
3. I will be billed a \$300.00 processing fee if I accept the transfer (Billed at the time of transfer) or I will be billed e is a \$50.00 administrative fee if the transfer offer is declined
4. I have been under contract for at least 12 months at the University Apartments
5. I will **not** be graduating or moving out with in the next **12 months**
6. Transfers for specific apartments or complexes are **not accepted**
7. Transfers are ***not offered before*** the 12th class day in the fall and spring semester and **transfers will not be done during the summer months unless approved by the manager for extenuating circumstances only.**
8. I will be billed for ***both*** apartments until previous apartment has been vacated and the keys and parking placard(s) are returned to the apartment's office.

Eligibility Questionnaire:

1. Why are you requesting a transfer? _____
2. How many family members are currently in your apartment? _____
3. If there will be extended family members living with you, how long will they be staying? _____
4. How much longer will you be attending UT at Austin? _____

RESIDENT ACKNOWLEDGEMENT:

I agree to all the procedures stated above. I also understand that I must notify the University Apartments of any changes to my current status. Acceptance of a transfer will require the student to vacate the previous apartment within two days of the start of the new contract for the new apartment. If more than two days is required a vacancy notice must be submitted and the transfer must be completed by the date listed on the vacancy notice.

Priority is established by the date the request is received along with documentation in the University Apartments office. Transfer Request will not be accepted without supporting documentation.

Residents moving into or out of Brackenridge must contact City of Austin Utilities and Texas Gas Service to setup or switch services.

Student Signature

OFFICE USE ONLY:

Financial & Violations:

Pays on time: YES NO # of late Payments: _____ Date of last late payment: _____

10 days or more late: YES NO # of days late: _____

Notes:

Policy Violations: YES NO

Type of Violations & When:

Recommend Transfer: YES NO

Denise Zuniga, Administrative Associate

Date

Associate Director:

Approved: YES NO

Transfer Fee Waived: YES NO

Notes:

Sheril Smith, Associate Director

Date

OFFER:

Offer date: _____ New Apt #: _____ Offer email Sent: _____

Resident Accepted offer: YES NO

Charge Resident: _____ \$300 Transfer fee
_____ \$50 Administrative Fee for declining offer