

Apartment Transfer Request Form

Current apartment tenants are permitted to transfer from one apartment or apartment unit to another so long as the transfer request is received in the Housing and Residence Life Office in a timely manner. Please note the following important information before you submit your Transfer Request.

1. Transfers are granted on the basis of date received, area and type of apartment requested, and transfer date requested.
2. Due to the lack of turn-around time necessary to prepare apartments for incoming tenants and the high demand for apartments at the following times, no transfer requests will be granted during the months of July, August, November, December, and January.
3. Tenants requesting to transfer from one apartment or apartment complex to another must have lived in their current apartment or complex for one full semester before they may transfer to a different apartment.
4. There is a \$75 fee for all transfers.

Instructions

Please complete the following information and return this form to the Housing and Residence Life Office (2101 Hedgcock).

Name: _____ NMU IN: _____

Email Address: _____

Current Complex:

Norwood/Center Lincoln Townhouses Woodland Park
 Lincoln Ave Apt. Summit/Center

Apt. #: _____

Requested apartment area (if more than one, please rank up to three)

<u>Summit/Center Street Apts.</u>	<u>Norwood/Center Street Apts.</u>	<u>Lincoln Avenue Apts.</u>	<u>Woodland Park Apts.**</u>
<input type="checkbox"/> One-bedroom (single)	<input type="checkbox"/> Two-bedroom (double)	<input type="checkbox"/> One-bedroom (single)	<input type="checkbox"/> Efficiency (single)
<input type="checkbox"/> One-bedroom (double)		<input type="checkbox"/> One-bedroom (double)	<input type="checkbox"/> One-bedroom (single)
<input type="checkbox"/> Two-bedroom (double)		<input type="checkbox"/> Two-bedroom (double)	<input type="checkbox"/> Two-bedroom (double)
<input type="checkbox"/> Three-bedroom apartment (triple)*			<input type="checkbox"/> Four-bedroom (quad)
*(Three bedroom apartments are for families only)			** (All apts. are furnished)

Furnished or Unfurnished?

Furnished Apt. Unfurnished Apt.

Requested Roommate: _____ NMU IN: _____

(Note that if your requested roommate will also be transferring apartments, he or she must fill out and return an Apartment Transfer Request Form)

Signature (Required)

I understand that I will be charged a \$75 transfer fee if my apartment transfer request is granted.

Signature

Date

Office Use Only: Date Received: _____