



## Transfer Request Form

In accordance with your residential lease agreement you are required to provide the Landlord *with no less than 60 days Notice to Vacate, and 30 days of Intent to Transfer.* This Transfer Request must be approved by Management and does not constitute a new lease agreement or renewal.

To initiate the transfer process please review and return this form signed via email to [Service@UrbanResource.com](mailto:Service@UrbanResource.com).

I/We, \_\_\_\_\_, am/are providing formal notice to landlord of my/our intention to transfer from the current rented unit located at:

Address: \_\_\_\_\_

Intended Transfer Date: \_\_\_\_\_

Current Lease End Date: \_\_\_\_\_

Desired Transfer Property/unit: \_\_\_\_\_

Reason for Transfer Request: \_\_\_\_\_ Cost \_\_\_\_\_ Size of the Apartment \_\_\_\_\_ Location \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please initial all items below to acknowledge terms of Transfer Request procedures.*

\_\_\_\_\_ Initial: I agree to a pre-inspection of my current unit and acknowledge my transfer request is pending the pre-inspection approval by management.

\_\_\_\_\_ Initial: I agree to a one-time non-refundable Transfer Fee of \$350.00; payable via TWA on-line portal.

\_\_\_\_\_ Initial: I will remove all furniture/personal items from the unit when vacating. Any furniture or personal items left in the unit will be considered Bulk-Waste & disposed of at the resident's expense.

\_\_\_\_\_ Initial: Your unit should be left in the same rentable condition in which it was received.

\_\_\_\_\_ Initial: I understand I am liable and will be billed for any/all damages above normal wear & tear.

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

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

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