



RESIDENT TRANSFER POLICIES

To initiate the resident transfer process, please contact our leasing department at 503-288-7368.

Current residents in good standing* with a minimum of 6 months' rental history with Capital Property Management Inc. (Capital) will be considered eligible for transfer. In order to transfer, you must be renting on a month-to-month basis, be nearing the end of your lease, or be willing to pay the lease break fee.

**A resident in good standing is determined by assessment of the following: review of payment history, review of violations, complaints and/or disturbances and an inspection of current apartment conditions.*

TRANSFER SCREENING PROCESS:

Residents who wish to transfer will need to fill out the Transfer Request form and provide updated proof of income. If the current resident has not previously been screened by Capital or if a roommate is being added, the Transfer Requests will also require submission of the following materials: Government issued photo ID and a completed Rental Application. New applicants not currently renting from Capital will be subject to the \$50.00 Standard Application Fee.

Once these items have been submitted, the apartment desired will be held off the market for you as we begin the screening process. Submission of your Transfer Request, in its entirety, will constitute 30-days' notice to vacate your current residence. You will be notified by the Leasing Department once the screening results are complete.

TRANSFER INSPECTION:

A representative from Capital will conduct an inspection of your apartment within 7 days of receiving this form. Your signature on this form authorizes Capital to enter your apartment without further notice for the purpose of this inspection. The inspection will occur during normal business hours within 7 days following your submission of this form (Monday through Friday from 8:00am until 4:30pm). It is not necessary that you be present for this inspection, however if you would like to request a specific inspection time, please contact our office at 503-288-7368 to schedule the appointment.

PAYMENTS REQUIRED UPON APPROVAL:

Upon approval you will have 24-hours to remit the following items to Capital:

- A signed copy of the Execution Agreement for your new apartment home and a \$500 Execution Deposit (this Deposit will be credited towards costs at your new apartment upon move-in, but retained as a Cancellation Fee should you decide not to move-in).
- Final pro-rated rent for the remaining 30-days at current residence. Residents are responsible to pay the full 30 days even if not planning to occupy the apartment during for the entirety of the 30 days.

If we do not receive these payments within the timeframe allotted, the transfer request and 30-day-notice will be considered cancelled and the apartment will be put back on the market.

MOVING:

Once the above fees are paid and your new apartment home is secured, you will be asked to schedule a move-in appointment for your new apartment. Your new apartment can be held off the market for up to 7 days from the rent-ready date or your approval call, whichever is sooner. Failure to take possession of your new apartment home will result in the forfeiture of your Execution Deposit.

At your lease signing appointment for your new apartment home, you will be required to pay pro-rated rent, prorated utilities and your new security deposit, less your \$500 Execution Deposit. In addition, you will receive a rental concession equal to 2 days rent in your new apartment for time to move. Payments must be made in full as we cannot accept partial payments or payment plans in the transfer process.

Your Security Deposit for the former apartment will be reconciled within 31 days from the date keys were returned to our office.

CAPITAL



RESIDENT TRANSFER REQUEST – *Please note, this form is to be used only if all residents are transferring. If residents are remaining, please use the Add/Remove Roommate form.*

Date _____

Name(s) _____

Phone Number _____

Current Address _____ Unit _____

City _____ State _____ Zip _____

Date You Moved In _____ Rent _____

Security Deposit _____

REQUESTING TRANSFER TO:

Property Name _____

Future Address _____ Unit _____

City _____ State _____ Zip _____

Desired Move-In Date _____ Future Rent _____

Breed and size of any pets _____

Signature _____ *** Date** _____

Signature _____ *** Date** _____

Signature _____ *** Date** _____

**Your signature on this form authorizes Capital Property Management Services, Inc. to enter your apartment within 7 days of the date listed above without further notice for the purpose of your Transfer Inspection which is conducted by our leasing department. If you wish to be present for this inspection, please contact our office at 503-288-7368 to schedule an appointment.*

INTERNAL USE ONLY:

Date Transfer Request Received _____ Date of Inspection _____

Security Deposit for New Unit _____

Pro-rated Rent for unit vacating _____ Prorated Rent for New Unit _____

Approved: YES NO Approved By _____