



Policy Memo

RE: Transfer Policy

This update replaces the current transfer policy on pg. 22 of the 4 Elements Property Management, LLC Policy and procedure handbook (revised 1-20-2015)



Updated Transfer Policy

Revised 1-20-2015

Transfer Policy

Transfer to another apartment in same complex:

Transfer may be granted given the following criteria

- The current tenant(s) have completed their current lease term
- There are no outstanding balances on their ledger; rent, late fees, or otherwise
- No late payments or NSF's in the past 6 consecutive months
- A new credit and background check will be conducted at no new cost to the tenant

Given the above criteria is met, the schedule of Transfer Fees are as follows:

- Transfer to like unit (e.g. 2 BR to a 2Br) \$350 Transfer Fee
- Transfer to a larger unit (e.g., 2 Br to 3 BR) \$200 Transfer Fee
- Transfer to a smaller unit (e.g., 2 BR to a 1 BR) \$275 Transfer Fee

Transfer to another apartment in a different 4EPM managed complex:

Same as above except that all unit types incur a \$350 transfer fee and a new application fee applies. A new Security Deposit is required and the old one will be refunded in accordance with a regular move-out.

Security Deposits

Deposits for the current unit (both security and pet) will be transferred to the new unit's ledger. After inspection of old unit, any damages, fees, or subsequent balances will be added to the new ledger and become due immediately. These balances will be subject to the lease term for "Application of Payments" (section # & terms vary by state)

Concessions

No concessions are offered or applicable for transfers.