Family Housing Student Apartment Transfer Guidelines

In order to accommodate student’s changing needs, Family Housing has made it possible for current Student leaseholders to transfer from one apartment to another apartment in North Village. The below guidelines outline the steps and requirements that need to be followed in order to request and secure a transfer.

**General**

Priority for all available housing will be given to Students who are not currently residents of Family Housing. Due to the time and expense, transfers will be limited and will only be accommodated after the waitlist for new Students has been exhausted. There is a limit of one transfer per household.

Students may submit a transfer request at any time throughout the year. All transfer requests will be recorded on a transfer waitlist in the date and time order they are processed by Family Housing staff. All unassigned transfer requests along with the transfer waitlist will be discarded each year on the last working day of December. If a Student does not receive an offer to transfer by the end of business on the last working day of December, a new transfer request for must be submitted.

**Transfer Times**

During high move-in periods, the processing of transfer requests will not occur, as these periods are reserved for assigning new Students. Typically, transfers will be processed and, if possible, accommodated during the months of March and November.

**Transfer Eligibility**

In order to be eligible to submit a transfer request, a Student must (1) have resided in North Village for at least twelve (12) months, (2) be current with rent and (3) must not have an anticipated graduation date within the current lease period.

Submitting a transfer request does not guarantee that an offer to transfer will be extended. Family Housing reserves the right to reject a transfer request for any reason, including but not limited to, outstanding rent balance, citations, outstanding violations, housekeeping concerns or damage to the Student’s current apartment and/or pest issues. Any Student submitting a transfer request must pass a pest control and pre-move out inspection of their current apartment in order for the transfer request to be approved.

**Massachusetts State Sanitary Code**

All transfers are processed in accordance with the Massachusetts State Sanitary Code. The Massachusetts State Sanitary Code limits the number of people residing in North Village one bedroom, two bedroom and ADA apartments. There are no exceptions or variances to the code and minor children are included in the occupancy limits. The Massachusetts State Sanitary Code is strictly enforced in Family Housing.
<table>
<thead>
<tr>
<th>Apartment Type</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom</td>
<td>3</td>
</tr>
<tr>
<td>One Bedroom ADA</td>
<td>3</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>4</td>
</tr>
</tbody>
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**Transfer Waitlist**

There are no priorities for transfers. Any transfer opportunity is processed on a first come first serve basis based on the transfer waitlist.

The transfer waitlist is organized by apartment size. Students eligible to transfer are placed in numerical order on the waitlist based on the date and time their transfer application is approved by staff in the Family Housing Office.

**Steps to Transfer**

1. Submit a transfer request to Family Housing. After your request to transfer is received and processed, you will be placed on the transfer waitlist by apartment size and date and time request was approved.

2. Once you are at the top of the waitlist and an apartment of the appropriate type is available, you will receive a transfer offer via email from Family Housing, contingent on not having an anticipated graduation date within the current lease period, being current with your monthly rent and the passage of a pest control and pre-move out inspection.

3. A pest control and pre-move out inspection will be scheduled and conducted on your current apartment. If your apartment passes both inspections, you will be offered an apartment to transfer to.

4. If an apartment is offered to you, you will have 24 hours to accept or decline the transfer. If you decline the transfer, your transfer request will be cancelled and you will need to submit a new transfer request to Family Housing.

5. Once you accept a transfer offer, you will need to make an appointment with Family Housing to fill out and sign any necessary paperwork for your transfer.

6. Your transfer will be scheduled so that you may pick up your keys for your new apartment at 1:00 p.m. or later on a Friday at the Family Housing Office in North Village, C-01. You will be required to return the keys for your old apartment by 8:00 a.m. the following Monday to the Family Housing Office in North Village, C-01. If you do not return the keys, you will be charged the prorated monthly rent for the apartment you are vacating, along with the rent for your new apartment, until the keys are returned.

7. You are expected to return your original apartment in good repair and very clean condition. Follow the guidelines provided to you at the pre-move out inspection when cleaning your former apartment. Cleaning and damage charges will be made to your Family Housing account, if applicable. Excessive cleaning/damage charges may make you ineligible to renew your lease for a future term.

8. Your original security deposit plus any additional security deposit required for the new apartment will be transferred to your new apartment.

9. You are responsible for contacting OIT to setup your internet and phone service in your new apartment.

10. You are responsible for contacting the Post Office to change your mailing address.