

TENANT TRANSFER FORM

Property Name _____ Manager _____ Date _____

CURRENT UNIT		NOTICE DATE		CURRENT TENANTS NAME
NEW UNIT		NEW LEASE START DATE		
CURRENT RENT		NEW RENT & LEASE TERM		

Are all residents transferring to new unit? ☐ YES ☐ NO

If No, are any other residents above the age of 18 moving into the unit? ☐ YES ☐ NO

If Yes, did you qualify and verify their application prior to the transfer? ☐ YES ☐ NO

TRANSFER FEES PAID ☐ YES ☐ NO If no, explain why. _____

REASON FOR TRANSFER _____

- All transfers need to be approved by your supervisor.
- Attached form must be completed and an email approval from supervisor must be attached
- Once approved, form and email approval needs to be submitted via support ticket system.
- Transfer Fee must be paid prior to resident transferring units (if applicable)
- Security Deposits DO NOT Transfer to new unit.**
- New Security Deposit/Bond needs to be acquired before resident is allowed to move into new unit.**
- Move-Out Deposit Accounting needs to be completed on current unit once resident moves out.
- All charges for turning the unit need to be accounted for and charged to resident's moveout statement.
(State Approved Charges)
- Move-Out Statement must be uploaded to resident file in Yardi.
- Invoices to be uploaded to resident file in Yardi (if state law requires it)
- Balance Owed Letter to be uploaded to Yardi.
- Transfer Form to be uploaded to Yardi.
- If there is a refund, email MO Statement to moveouts@pelicanabc.com notifying moveout is completed; a check will be mailed to resident.
- Any balance owing will be transferred to new unit. *(Note: Transfers should not be approved if resident is not in good standing and/or has a large delinquent balance)*
- SUBMIT A SUPPORT TICKET WITH BALANCE OWING TRANSFER REQUEST.**