

Request for Transfer of Quarters

Resident's Name/Rank

Military Unit

Current Address/# of Bedrooms

Move In Date

- A minimum of (6) six months must be fulfilled on the current contract before this transfer request will be accepted.
- If approved, the transfer will only be to a home of the same grade and bedroom size eligible.
- Transferring to another unit is contingent upon passing a pre-inspection of your current home, both before being added to the transfer waitlist, and again before you are offered a new home.
- **All outstanding balances on your account must be paid in full, including utilities, cleaning, damages, carpet replacement, and transfer fees when applicable* before keys to the new home are issued. You are financially responsible for having your carpets professionally cleaned before move-out** _____ / _____ (Resident's Initials and Date)
- All moving expenses incurred will be the residents' responsibility.
- After accepting the new home, you will have 5 days (including weekends and Holidays) to clear the home you currently reside in. If you fail to do so, you will be responsible for the daily pro-rated rent on both properties until you properly clear.

Dependent's Name	Age	Gender

Reason for transfer request: _____

Resident's Signature

Date

Home/Duty Phone

Initial Pre-Inspection conducted by _____ on _____ Pass _____ Fail

Comments: _____

Added to waitlist by: _____ Priority Level: _____ Eligibility Date: _____

***Transfer fees are not assessed for Medical, Increase in Family Size and Promotions**