



UNIVERSITY HOUSING TRANSFER APPLICATION

For Refurbished Units Only

Name (Last, First, MI)

Current Unit Number

Email

Phone Number (home)

Phone Number (mobile)

Phone Number (office)

COMPLEX AND UNIT PREFERENCE

Please check the complexes that you are willing to accept. Declining a unit will impact your position on the waitlist.

Wa'ahila

Preferred Apartment Size

	1st	2nd	3rd
Studio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two-Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three-Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kau'iokahaloa Nui

Preferred Apartment Size

	1st	2nd
Two-Bedroom	<input type="checkbox"/>	<input type="checkbox"/>
Three-Bedroom	<input type="checkbox"/>	<input type="checkbox"/>

Kau'iokahaloa Iki

Details and Conditions

Transfers covered by this form are meant to accommodate current residents that desire to move from standard units to modernized units. Applications will be added to the transfer waitlist in the order that they are received.

University Housing will not be responsible for any costs associated with moving

Any difference in the cost of rent will be the responsibility of the resident.

If the transfer occurs within the same property, the resident shall pay for any difference in the required security deposit amount from the old unit to the new unit and any pro-rated monthly rent due for the new unit upon the signing of the new lease if applicable.

If the transfer occurs from one property to another property, the resident will be refunded all or a portion of the deposit made on the unit from their vacating property and they shall pay for the entire required security deposit amount and first month's rent upon the signing of the new lease at the new property.

If selected the resident shall contact the resident manager within five (5) calendar days to reserve the unit, submit a non-refundable fee of \$25.00, and arrange the date of transfer from their current unit to the newly offered unit. The move-in date of the newly offered unit must occur within thirty (30) days of the offer, unless otherwise determined by the resident manager that the newly offered unit will not be fit for occupancy within the next thirty (30) days. If this occurs, the resident manager will designate a new move-in expiration date.

The resident may be charged for two units on the date specified as the move-out/ move-in date (one day's pro-rata for old unit and one day's pro-rata for new unit) if they overlap. If it takes more than one day for move-out/move-in, the pro-rated rents on both units for the number of days it takes to complete the move shall apply. However, the move-out and cleaning of the vacating unit shall take no more than three (3) calendar days beyond your occupancy of the new unit to ensure the vacating unit is prepared for the next incoming tenant.

The expiration date of the new lease will be the expiration date of the old lease. Therefore, the term of the new lease may be less than one (1) year.

Residents that have received notices to vacate are not eligible to transfer under these procedures.

Signature

Date

