

Montefiore Einstein

Housing Department Policies and Procedures

Policy: 4.3

Subject: Transfer requests

Effective Date: March 1, 2008

Purpose:

To establish the criteria whereby which tenants will be granted permission to transfer apartments.

Policy:

- A. It is the policy of Montefiore Medical Center to offer the option for tenants to transfer to another apartment in Montefiore Housing. In order to be eligible for a transfer, tenant must have lived in current unit for at least 6 months.
- B. Tenant must fill out a transfer request form.
- C. Tenant must be in good standing and have good payment record in order to be eligible to transfer. The paint rider of the lease will still be in effect for transfers.
- D. Transfers will only be granted for reassignment to a larger unit (no transfers studio to studio, etc.)
- E. Transfers will not be offered from May 1 through September 30 of each year.
- F. There is no guarantee that a transfer request will be granted.
- G. Transfers are offered only to those who are eligible for housing under current policy.

Occupancy Guidelines:

- A. Efficiency apartments (studios). One (1) or two (2) persons.

B. One (1) bedroom apartments. Two (2) or three (3) persons shall occupy a 1 bedroom apartment.

C. Two (2) bedroom apartments. No fewer than three persons, are both adults, or a parent or guardian with at least one child.

Apartment Transfer Application

Date _____

Tenant's Name _____

Current Building _____

Home Phone _____ Work Phone _____

Current Apt# _____ Department _____

How long do you expect to continue your **residency** with Montefiore?

Please list the name, age, social security number, and relationship of the person(s) that will occupy the apartment with you if a transfer is granted. (Do not include yourself)

| Name | Relationship | Social Security# | Age |
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Reason for Transfer:

Desired building _____

Date you desire occupancy _____

Size of desired unit (circle any that apply): Studio 1 Bedroom 2 Bedroom

****NOTE**** as per "paint rider" #1 in your lease, your security deposit may be used for the re-painting of your current apartment if vacated within three (3) years from the date of your signed occupancy agreement. Please see attached Housing Transfer policies for terms and restrictions on transfers.