



Received By: _____
Received Date: _____
RealPage input Date: _____

REQUEST FOR TRANSFER

NAME: _____ RANK: _____ DATE: _____

CURRENT ADDRESS: _____ MOVE IN DATE: _____

PHONE NUMBER(S): _____ EMAIL: _____

REASON FOR TRANSFER:

_____ Change in Household Composition

_____ Change in Rank New Rank _____

_____ Reasonable Accommodation of Family with Special Needs
(Please contact the Community Manager for assistance with this request)

_____ Other, please explain:

CURRENT HOUSEHOLD COMPOSITION:

<u>Family Member Name</u>	<u>Relationship</u>	<u>Date of Birth</u>
---------------------------	---------------------	----------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PREFERRED NEIGHBORHOOD(S): _____

Rents Due: _____

Repair Charges Due: _____

Date of Pre-Inspection: _____

Transfer Fee Due: _____

New Address: _____

Move-In Date (New Address): _____

MOUNTAIN VISTA COMMUNITIES

Final-Inspection (Current Address): _____



Transfer Request Checklist

The following are required in order to be considered for a transfer. Please submit all documents in person at the Housing Office, via email to MVCLeasing@tmo.com, or fax at 520.515.9006.

☐

Completed Request for Transfer Form

A family may request to transfer to another home based on the following criteria:

- Military personnel that have been promoted to a grade for a different designated neighborhood
- Change in family composition
- Families requiring special accommodations, such as those with members in the EFMP

☐

Acknowledgement of Transfer List Placement and Priority

Transfers are placed on a separate transfer list, not the waitlist, and are ordered by request submission date. All incoming residents will have housing placement priority over any transfer unless an emergency situation exists.

☐

Acknowledgement of an 'At Will' Transfer Request

If a transfer is requested beyond the categories listed above, it will be considered an 'At-Will' Transfer and will incur additional fees that must be paid prior to the transfer.

☐

A Pre-Approval Transfer Inspection of the home is required to qualify

☐

Renter's Insurance

Renters Insurance for the new home must be provided at least 24 hours in advance of the lease signing appointment. Failure to provide proof of insurance will result in postponement of the lease signing.

Please include any of the following documents applicable to your transfer:

☐

New orders for Fort Huachuca and any amendments

☐

Most recent End of Month LES – both Service Members if Dual Military

☐

Proof of Dependents

The standard DEERS enrollment verification form DD1172-2, is accepted in all cases.

Important Information:

- The transfer to other housing will be completed based on the following criteria:
 - Adequate availability of housing
 - The house the resident is transferring from has been reasonably cared for
 - Rent and Utilities must be current and any damage charges must be paid
- All Transfers will be at the resident's expense
- Ten calendar days, from the date the resident takes possession of the new residence, will be allowed for the move before the resident must clear the old residence with a satisfactory inspection.

Refer to the Resident Guidelines and Community Handbook 1.H. Home Transfers for more information



HOME TRANSFER POLICY

Transfers within Fort Huachuca

A family may transfer to another unit based on the following criteria:

- Demolition/Rehabilitation of current unit;
- Change in family composition;
- Military personnel that have been promoted to a grade of a different category of homes;
- Families requiring special accommodations, such as those with members in the EFMP.
- 'At Will' upon approval and availability

All transfers will be in accordance with the Transfer Policy below:

Transfer Policy

A transfer to another house that is necessitated due to renovation, demolition, or maintenance issues with the house that were not caused by resident negligence and that cannot be safely or effectively repaired while the home is occupied, will be at Mountain Vista Communities' expense. This will include the cost of the move and reconnect fees for telephone and TV. In instances wherein a home must be vacated for less than 30 days to perform necessary repairs, MVC may provide extended-stay lodging until the affected home has been repaired.

A family may request to transfer to another home based on the following criteria:

- Change in family composition (based on DEERS form)
- Military personnel that have been promoted to a grade for a different designated neighborhood
- Families requiring special accommodations, such as those with members in the EFMP

In cases of a transfer to another housing category due to a promotion or demotion, change in family composition, or for other personal reasons, the move will be at the resident's expense. Ten days will be allowed for the move before the resident must clear the old residence with a satisfactory inspection.

The transfer to other housing will be completed based on the following criteria:

- Adequate availability of housing
- The house the resident is transferring from has been reasonably cared for
- Rent must be current and any damage charges must be paid

'At Will' Transfers

When a transfer is requested, and none of the above-mentioned criteria are met, the move will be considered an 'at will' transfer at the resident's pleasure. There is an associated transfer fee to cover the cost Mountain Vista Communities incurs when a unit is vacated and made ready for the next resident.

ALL At will transfers will incur a transfer fee of \$1500.00

This amount is due in full prior to transferring homes. The attached transfer request form must be completed by the soldier in whose name the lease is signed.



To the applicant: Once a resident receives an approval for transfer to another residence, an active file is opened. Residents are reminded that they are considered to be adequately housed and unless there are special circumstances regarding the transfer, it may take a significant amount of time to complete the transfer process due to availability. Additional paperwork may be requested to support the reason for the transfer request. Soldiers who are PCSing to Ft. Huachuca will in general have precedence over a Soldier requesting a transfer. Before the transfer receives final approval, an inspection of the current residence must be completed. All damages, if any, must be paid in full before signing for the new residence, and any outstanding balances must be paid including utilities. After assignment to the new residence, the transfer must be completed in 10 calendar days. There will be a daily per diem charge for possession of two homes that exceed the approved transfer completion date. **All moving expenses will be the responsibility of the resident.**

Additionally: Renters Insurance: Residents are required to obtain and maintain general liability insurance coverage of a minimum of \$100,000 for the duration of their tenancy at their sole cost and expense. Resident's Renters Insurance Policy shall name Fort Huachuca-YPG Communities II, L.L.C. at 2317 Smith Street, Building 52065, Fort Huachuca, Arizona 85613 as an additional insured. Residents are strongly encouraged to insure personal property in an amount sufficient to cover the resident's property. This is not required to apply for housing, however, proof of insurance must be submitted prior to receiving a housing assignment.
