

## Transfer Addendum

This Transfer Addendum (this “Addendum”) is made and entered into as of \_\_\_\_\_ by and between Hendley Properties (the “Owner”) and \_\_\_\_\_ (“Resident”). The purpose of this Addendum is to modify the Residential Lease of Real Property (the “Lease”) between the Owner and the Resident to express the terms upon which Resident will transfer from one Hendley Properties owned unit to another Hendley Properties owned unit. For and in consideration of the mutual premises contained herein and for other and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all parties, the parties agree as follows:

1. **Eligibility:** Tenant must meet all written criteria and the transfer must be approved by the Manager.
  - a. Tenant must be in good financial standing with Hendley Properties.
  - b. Manager may schedule an inspection of the tenant’s current unit at their discretion. If Manager deems the unit to be in poor condition the transfer may be denied.
  - c. Tenant agrees that any deposits or fees paid during current tenancy stays with the current unit. Tenant will pay applicable deposits or fees for new unit before transfer is approved.
  - d. Tenant must complete all applicable paperwork to complete the lease file.
  
2. **Holdover:** Tenant will be permitted to stay in their current unit until their new unit is ready.
  
3. **Moving Units:**
  - a. Transfer typically occur between July 16<sup>th</sup> and July 20<sup>th</sup>. Hendley Properties can give no guarantee of an exact moving date. Tenant agrees to make arrangements to be available to move once contacted.
  - b. Tenant agrees that they will transfer from their current unit to their new unit within 24hours of receiving notification from Hendley Properties that their new unit is ready.
  - c. Tenant understands that if they keep possession of their old keys beyond 24 hours that a \$75 re-key fee will be added to their account.
  
4. **Tips:** Hendley Properties has compiled a list of tips to make your transfer successful.
  - a. Box and bag all of your belongings as if you’re moving out on July 15<sup>th</sup>.
  - b. Pack a suitcase with enough clothing/toiletries to get you through five days. This is what you’ll use during your transition period.
  - c. Have containers ready to transport your cold/frozen food in.
  - d. As soon as you are contacted to transfer, you will need to call the utility companies to schedule disconnection of your old unit and connection of your new unit.

The terms of this Addendum are agreed to and accepted by:

Resident:  
Signature: \_\_\_\_\_  
Name Printed: \_\_\_\_\_

Staff:  
Signature: \_\_\_\_\_  
Name Printed: \_\_\_\_\_