

TRANSFER AGREEMENT Information

Date _____

Unit _____ Transferring to Unit _____

Dear Tenant(s):

Holton Mountain Rentals is pleased that you have chosen to remain with our company for the coming rental season. Your present lease ends on July 29th. A major advantage that benefits you by transferring within our company is that you do not have to move out of your present unit until your future unit is ready.

We want to make this move as pleasant and smooth as possible: however, we will need your help. Due to the large number of transfers we do at the end of the lease year, we ask that you do the following:

1. You **must** be **packed and ready to move by the 29th**, leaving just a few necessities unpacked. Your current lease will be extended to a day and time to be determined by the middle of July, once we know which units are transferring.
2. We plan to have you in your new home between the evening of the 29th and August 2nd. Again this will be determined in July. Circumstances such as (current tenant does not move out on time, carpet needs to be replaced, etc.) could occur and prevent your new unit from being ready at the moving time you were assigned. Our office will try and call you to let you know this, however you must take the responsibility of calling and checking on the status of your unit.
3. **If you have roommates who are not transferring within our company, they need to move out on the 29th by 11:00 AM or they will be charged the holdover rent of \$120.00 per day or part of a day if they remain behind after the time you are told to move.**
4. In order to facilitate our planning, someone from Holton's may enter your present unit during the last two weeks of your current lease to assess paint, carpet or maintenance needs.

Transferring issues concerning the unit you are moving into:

- ❖ **The carpet may still be damp: We could wait and clean the carpet after you move in if the condition of it is okay and not nasty.**
- ❖ **The walls may have wet paint**
- ❖ **Maintenance will probably not have been done when you move in, it will be worked on when time allows over the next few weeks.**
- ❖ **The unit should be CLEAN and PAINTED and the CARPET CLEANED in most units. The carpet may need to be cleaned after you have moved in and unpacked in certain situations.**

Again we are glad you have decided to stay with our company. We want to make this transition as easy as possible for you and us. However we need your full cooperation for it to work.

Tenants Signature _____ Date _____

Tenants Signature _____ Date _____

Tenants Signature _____ Date _____

Tenants Signature _____ Date _____

Leasing Agent Initials _____