

## Transfer Policy

All residents of Balfour Beatty Communities at Ft Bliss are bound by their leases to the current home in which they reside. If a resident desires a transfer within their lease term for any of the following documented reasons, they may do so as long as they have resided in their current home for a period of no less than 6 months, with the required notice to vacate at their own expense with no transfer fee:

1. Change in family status (additional bedroom needed due to an added family member), if requesting additional bedroom with proof of pregnancy, request may be submitted once pregnancy reaches five months.
2. Change in rank, making the resident eligible for a home in another neighborhood that is designated for their new rank designations, as new rank designation is not met by their current home.

Before the resident will be allowed to transfer, all resident accounts must be in good standing, the resident must provide the required documents. Resident will be responsible for all moving expenses incurred as well as any move out condition charges which must be paid by the time of move in. The resident will be required to sign a new one year lease for the new home. Following the transfer, the monthly rent due at the new home shall equal the senior service member's Basic Allowance for Housing with dependents rate that applies at the current home.

Balfour Beatty has the ability to deny transfer based on excessive late payments, and outstanding current balance on resident's account, excessive (2 or more) resident complaints, damages to the home, or issuance of a Letter of Caution and/or Letter of Warning. The current home requires a pre-inspection (to be completed within 24 hours of submitted transfer packet) and all damages must be repaired or paid in full before the transfer is granted. If the charges at pre inspection should exceed \$500 (to include the cleaning fees), the pre-inspection will need management approval before proceeding. The home inspection will be done within 24 hours from the time the completed request is turned in.

Once a resident is approved for transfer, the resident will be placed on a waiting list for the type of home they qualify for based on rank and number of dependents. Current Waitlist Policies and Procedures do apply. Once offered a home, an additional pre-inspection will be completed within 24 hours (exception is if previous pre-inspection was completed within 30 days of offer). Once the resident accepts keys to the new home, the resident will have 5 business days to complete the move without paying double rent. The final move out inspection at current home will be completed on the 5<sup>th</sup> business day and resident will be required to turn all keys over to the Community Management Office.

To request a transfer, the resident is required to submit the following documents to their Community Management Office:

1. Signed Transfer Policy Form
2. Completed Request for Transfer form
3. Completed Housing Application
4. Copy of most recent DEERS form (DD1172)
5. Copy of Orders and all Amendments (must reflect that service member will be attached to a duty station Ft Bliss)

The request to transfer will not be processed until all documentation has been received, and the pre-inspection has been completed. If the charges at pre inspection should exceed \$500 (to include the cleaning fees), the pre-inspection will need management approval before proceeding.

This policy is effective immediately and is subject to change only with management approval. All transfers are subject to approval by management.

By signing below, I acknowledge understanding of the terms and conditions of Balfour Beatty Communities Transfer Policy as provided above.

\_\_\_\_\_  
Service Member Signature

\_\_\_\_\_  
Date

Reason for Transfer:  Change in Number of Dependents  Change in Rank  Other \_\_\_\_\_

Pre-Inspection Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Transfer:  Approved  Denied

Management Signature: \_\_\_\_\_

Comments: \_\_\_\_\_