



Liberty Park at Andrews Home Transfer Policy

TRANSFERS WITHIN LIBERTY PARK AT ANDREWS

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; (Ex - from JNCO to SNCO, CGO to FGO, Active duty to Retiree)
- Families requiring special accommodations, such as those with members in EFMP/ADA.
- By signing the Lease agreement, the resident consents to any such relocation that is directed by the Installation Commander.

* The above-mentioned criteria would allow a resident to be eligible for a transfer.

TRANSFER AT YOUR PLEASURE

When a transfer is requested, and none of the above-mentioned criteria are met, the move will be considered a transfer at the resident's pleasure. When a home is vacated and made ready for the next resident, there is a cost incurred. If the resident requesting the transfer has fulfilled the initial 12-month lease term, the cost to make the home ready for the next resident is not charged. However, if the resident requesting the transfer has not fulfilled the initial 12-month lease term, the cost to make the home ready for the next resident is the responsibility of the resident requesting the transfer. An estimated cost for the work to be performed to make the home ready will be provided and must be accepted prior to the transfer request being approved. Estimated costs include but are not limited to the following:

- Interior Painting
- Maintenance Labor and materials
- Steam Cleaning of Carpet
- Professional Cleaning of the Home

Additionally, the resident may be responsible for any damages to the existing home. All charges are due in full prior to transferring homes.



TRANSFER REQUEST

Date Request Filed _____

Name with Rank (please print) _____

Current Address _____

Phone Number(s) _____

Current Number of Dependents in Household _____

Reason for Transfer Request: Please check all that apply:

_____ Change in Household Composition

_____ Change in Rank New Rank _____ Effective Date _____

_____ Reasonable accommodation of family with special needs

_____ Other (Including Transfer at Your Pleasure)

Additional Information _____

Initial Lease Term Expiration Date _____

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. Military Members who are PCSing to Joint Base Andrews will have precedence over a Military Member requesting a transfer.

Before the transfer receives final approval, an inspection of the current residence must be completed pursuant to Section 32 of the Tenant Lease Agreement and Section 9 of the Resident Guidelines and Community Handbook. After assignment to the new residence, the transfer must be completed in **5 business days**. There will be a daily pro-rated charge for possession of two homes that exceeds the approved transfer completion date. **All moving expenses for a Transfer at Your Pleasure are the responsibility of the resident.**

_____ Approved

_____ Disapproved

Resident Signature

Community Manager Signature

Date: _____

Date: _____

TRANSFER COMPLETION DATE: _____

TRANSFER ADDRESS: _____