



University Housing
UNIVERSITY OF WISCONSIN-MADISON

UNIVERSITY APARTMENTS TRANSFER POLICY

CONDITIONS OF TRANSFER

ASSIGNMENT POLICY: Convenience Transfer

For purposes of this policy, a convenience transfer is defined as a transfer to a different apartment which is not required by the Division of University Housing to remain in compliance with the lease. A convenience transfer will be handled, for the most part, like a new application for an apartment. The resident requesting a transfer will be placed on the new apartment waiting list and assignments will be made according to date of receipt of the transfer request.

ASSIGNMENT POLICY: Priority Transfer

For purposes of this policy, a priority transfer is defined as:

1. Medical transfers when approved by the Director of Leasing, the Director of Resident Support Services or the Director of University Apartments.
2. Emergency transfer requested by any Assistant Director or Director of University Apartments.
3. Priority transfers initiated by the Division for renovations or remodeling.

ASSIGNMENT POLICY: Mandatory Transfers

For purposes of this policy, a mandatory transfer is defined as:

1. Mandatory transfers initiated by the Division for renovations or remodeling.
2. Mandatory transfers due to unexpected or emergency maintenance issues or major physical damage to the resident's apartment or building.
3. Mandatory transfers of those families in Eagle Height or University Houses whose size may not allow them to remain eligible under Section 3 ("Occupancy Limitations") of the lease. These limits are:
 - Families with more than three persons are not eligible to remain in a one-bedroom apartment in either Eagle Heights or University Houses.

- Two-bedroom apartments in Eagle Heights may be leased to families with up to five persons. Two-bedroom apartments in University Houses may be leased to families with up to six persons.
 - Families with 2 or more dependents may lease a three-bedroom apartment. Standard and small three-bedroom apartments in Eagle Heights may be leased to families with up to 7 persons. The large and townhouse three-bedroom apartments in Eagle Heights may be leased to families with up to 8 persons. Three-bedroom apartments in University Houses may be leased to families with up to 8 persons.
4. Mandatory transfers required by the Division because an apartment has been continuously occupied in excess of the 96-month occupancy limit. Such a transfer would only be allowed if the current resident(s) of the apartment has not reached his or her individual length of stay limit.

TRANSFER OFFER LIMITATIONS:

1. Convenience transfers to 1 bedroom and standard 2-bedroom apartments in Eagle Heights and University Houses will not be made between May 1st and September 30th each year.
2. Transfer requests will not be approved for residents who have past due accounts with University Housing. Transfers for these residents will be reconsidered when their accounts are current.
3. The number of transfer offers that can be made to residents who must move to accommodate a renovation or remodeling project will be limited by rental conditions and/or apartment availability at the time the project is scheduled.
4. Transfer approvals will be contingent upon the results of a pest control inspection of the applicant's current apartment. Upon receiving a transfer confirmation email from the leasing office, a pest inspection will be scheduled two days prior to the transfer date. Residents must pass a pest control inspection of their apartment in order to receive a lease for another apartment.
5. The number of transfer offers that can be made to residents who are required to make a mandatory transfer because their household size no longer allows them to remain eligible for their current apartment or because their apartment has reached the continuous occupancy limit will be limited by rental conditions and/or apartment availability. Residents who decline an offer or otherwise refuse to move may not be offered a lease renewal when their current lease expires.

TRANSFER CHARGES:

1. All residents who accept a non-mandatory transfer will pay a transfer fee of \$500 at the time of transfer. Damage and cleaning charges, if any, are assessed separately.
2. Residents making mandatory transfers due to household size changes or other occupancy limitations will pay a transfer fee of \$100 at the time of transfer. Damage and cleaning charges, if any, are assessed separately.
3. Residents making mandatory transfers due to renovation, remodeling or emergency maintenance concerns will not be charged a transfer fee but are responsible for any damage and cleaning charges that may be assessed.
4. Residents who vacate the old apartment and move to the new apartment on the first day of the new lease will not pay double rent if the following conditions are met:
 - a. The resident picks up the keys for the new apartment the first day of the new lease.
 - b. The resident turns in their keys for the old apartment by 8:00 a.m. of the next working day of the new lease.

Additional days to move (with double rent) can be arranged through the Leasing Office.