



Desert Shadows Apartments

4112 Loop 306 San Angelo, TX 76904
(325)942-7561 Office (325)949-8023 Fax

Transfer Policy

On occasion, residents find that their living circumstances no longer meet their needs. If during your lease term, you find you need to move, you have the ability to transfer to another available apartment unit within the Desert Shadows community at a nominal charge.

A transfer within the building is subject to following conditions:

- Your account must be current and your tenancy in good standing.
- You cannot have had any housekeeping issues in the past.
- Your current unit is in good condition. Management will perform an inspection on your current unit before you are approved to transfer.
- If the new apartment unit is available for move-in, you must be willing to take it immediately. We will provide you with access to both apartment units for three days, so long as you pay the agreed upon rent for the new unit for the three days during which you have access to BOTH apartments. (For example, if you are moving from a one-bedroom to a two-bedroom, your new lease would start immediately and you would pay the rent for the new apartment.) If you have not turned in your keys to the unit from which you are moving by the end of the third day, you will be charged rent for any additional time for both units.
- You must be willing to pay the any additional security deposit on the new apartment at the time you sign your new lease.

All transfers must be approved by management. There will be times when all transfers are on hold, depending on the number of units that our staff has to turn. It is solely at the discretion of Desert Shadows as to whether we approve or disapprove transfers.

Tenant Signature

Date

Unit #