



4230 Knox Road ♦ College Park, MD 20740
Leasing Office: (301) 226-8001 ♦ Fax: (301) 226-0002

DIRECT TRANSFER APPLICATION FOR 2016-2017 LEASE YEAR

Deadline to Submit: May 31, 2016 at 12:00 noon.

GENERAL RESIDENT INFORMATION

Name: _____ Email: _____ Cell Phone #: _____

2015-2016 (Current) Apt #/Room: _____ 2016-2017 (Future) Apt#/Room Letter: _____

Permanent Address (Address, State, Zip Code):

Address Line 1: _____

Address Line 2: _____

State: _____

Zip: _____

DIRECT TRANSFER REASONING

Please provide a detailed written explanation as to why you chose to transfer either 1) within your current unit OR 2) to a different unit within the SCC community for the 2016-2017 lease year. Attach additional pages, if necessary.

Please provide a detailed written explanation regarding the reason for your Direct Transfer request. Also attach any supporting documentation to this application (i.e. copy of UMD course schedule, copy of internship acceptance letter, etc.):

Requirements of Direct Transfers (must be able to meet all requirements):

1. Be able to move into your new space during an assigned window of time on the evening of August 1, 2016, or the morning of August 2, 2016. You will be given a four hour window of time to move all belongings from one space to another. Your assigned date will be determined by logistical demands; a specific date may not be requested.
2. Be willing to take the new apartment/space **AS-IS**. **This means that our staff will not do ANY cleaning, painting or preparing of the new space. You will get the apartment EXACTLY as the departing resident left it.** Allowing direct transfers does not give us any time to prepare the space for a new resident. Be sure you are willing to take the space exactly how the person before you left it, which may not be to your standards.
3. Once moved into your new space, you will need to keep items stored in your bedroom or in cabinets so that staff will be able to work within your apartment during the August Transition period if there is a new resident moving into your apartment for the next lease term.

Due to operational and maintenance demands, and as discussed at your leasing appointment, few students will be approved for Direct Transfer. Transfer residents are strongly encouraged to make alternate housing arrangements for the July 31, 2016 – August 21, 2016, transition period.

I understand that by signing below, I must complete and submit this application to the **SCC Leasing Office** no later than Tuesday, May 31, 2016 at 12 noon. I will be notified via email on Monday, June 6, 2016, whether or not I will be able to directly transfer into my new space. **I understand that not all applications will be approved.** Staff will examine individual needs and circumstances including classes, internships, and other extenuating circumstances. I further understand that *if* I am approved to directly transfer into my 2016-2017 unit, I am waiving my right to a fully prepared space. I will follow the regulations and policies set forth by the SCC Management office during the direct transfer process.

Signature

Date

STAFF USE ONLY:	Receiving Staff Initials: _____	Date: _____	Approved	Denied
------------------------	---------------------------------	-------------	----------	--------