

RESIDENT REQUEST FOR TRANSFER

I am requesting a transfer to another unit. If permission is granted for this transfer, I agree to leave the apartment where I now live in very clean and rentable condition. If I caused damages to my apartment, I agree to pay for them. If I am moving to a well-painted apartment, I agree to pay for labor in painting my former apartment if needed, as per the painting policies of the Mexico Housing Authority. If I am an original resident of an apartment, I shall not be required to pay for the repainting.

I understand that only residents who owe no rent and/or charges for excess utilities or maintenance will be considered for transfers.

Resident Name

Acct. No.

Address

Length of Occupancy

Phone

Monthly Rent

Rent Balance

Source of Income

Number of Children

Ages and Genders of Children

Present Bedroom Size

Required Bedroom Size

Reason for Request for Transfer: _____

Signature

Date