



10255 42nd Ave
 Allendale, MI 49401
 (616) 895-6678
 info@campusviewhousing.com

Transfer Addenda

From Unit #: _____

Lease Dates: _____ - _____

To Unit #: _____

Lease Dates: _____

Lease Addenda

If you are unable to comply with the required transfer policies outlined in this document you will be required to move out on the move out date specified on your current lease. You will be able to move into your new unit according to the move in date specified in this lease.

I _____, will be transferring to a different unit within B-B-G Housing Corporation dba Campus View Apartments & Townhomes in the future. For Campus View to bridge the gap between lease dates I must be available to move from the **current lease end date:** ____/____/____ and the **start date of your new lease:** ____/____/____.

You will be required to pay 1st month rent for the new unit when the keys are picked up for transfer.

The transfer of a unit must be completed within 48-hours of Campus View notifying you that the new unit is ready. The keys for your prior unit must be returned to the Campus View Office within such 48-hour period. Campus View reserves the right to fine you \$75 per day for any transfer completed after this 48-hour period, and Campus View reserves the right to revoke its consent to such transfer in the event that the transfer is not completed within such 48-hour period. Your prior unit shall be left clean with all personal belongings and trash removed.

In some cases, it may be possible for you to transfer into your new unit before your current lease move out date. If your future unit is available early, Campus View will notify you, and set up a day for you to pick up the keys to your new unit.

Any future roommates (not transfers) who are returning or moving into Campus View are not permitted to move into the unit until the move in date specified in their lease. Anyone found allowing a roommate early access or move in to the unit is in direct violation of this lease.

May Transfer	July Transfer	August Transfer
Transfer on new lease move in day unless notified prior by the CV Office.	Most transfers will be required to move into new unit before move in day.	All transfers will be notified and required to move prior to new unit move in day.

Applicant Information:

Name: _____ Date of Birth: ____ / ____ / ____

Email: _____@_____ Phone: (____) _____ - _____

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT