

Direct Transfer Application for 2010-2011 Lease Year
Deadline to Submit: May 26, 2010 at 5:00 pm

Name _____ Apartment & Bedroom Letter _____

Email _____ Phone _____

Permanent Address (Address, State, Zip Code) _____

Reason for Direct Transfer [A written detailed explanation and supporting attached documentation (i.e. copy of UMD course schedule, copy of internship acceptance letter, etc.) required]:

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

1. Be able to move into your new space during any assigned window of time (CTY: August 2-3). You will be given a four hour window of time to move all belongings from one space to another.
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 if there is a new resident moving in.

I understand that by signing below, I must complete and submit this application to the **CTY Clubhouse Office** no later than May 26, 2010 at 5:00 pm. I will be notified via email on June 2, 2010 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 2010-2011 unit, I am waiving my right to a fully prepared space. I will follow the regulations and policies set forth by the SCC/CTY Management office during the direct transfer process.

Signature

Date

<i>Staff Use Only</i>	
RECEIVED BY _____	DATE _____