

Residents may be eligible to Transfer during their initial 12-month lease term for the following reasons:

1. Change in family status (if requesting additional bedroom with proof of pregnancy, request may be submitted with proof of pregnancy, but actual date eligible to transfer to a larger home equal to date pregnancy reaches seven months)
2. Newly emergent condition that requires a transfer to a single level home (please ask for direction on how to obtain concurrence for transfer to a single level home)
3. Change in rank, making the Resident eligible for a home in another Village that is designated for their new rank designation, if the new rank designation is not met by their current home

If the resident does not meet one of the above reasons for transfer, they may still be eligible to transfer under the following conditions:

1. Resident has fulfilled the initial 12-month term of their lease
2. Pay a Transfer Fee of \$1,115 within five (5) business days from the date the new home is accepted

Property management may deny transfers based on excessive (two or more) late payments, an outstanding current balance on Resident's account, excessive (two or more) Resident complaints, or damages to the home. The current home will be inspected and all damages must be repaired and/or move-out condition charges paid in full before the transfer is granted.

Pet Policy and Fee: No more than a combined total of three (3) dogs and/or cats per home allowed. A Pet Fee equal to \$150 per dog and/or cat is required at time of lease signing in certified funds (money order or cashier's check only). Resident is liable for damages, cleaning, deodorizing, flea treatment(s), replacement and/or personal injuries as well as carpets, doors, walls, drapes, window screens, furniture, appliances, and any other part of the Premises, landscaping, or other improvements to FBRC property. Resident shall be liable for the entire amount of any injury to the person or property of others caused by such pet.

Once approved for transfer, the Resident will be placed on a waiting list for the type of home they qualify for based on rank and number of dependents. Offers for homes will be presented in accordance with waitlist position and availability. In instances when a home is ready for occupancy and no family above the waiting Resident is available to move in, a home could be offered sooner than expected given the Resident's waitlist position.

Once a home is accepted and, as applicable, required Transfer Fee paid, the Resident will have three (3) business days from the day keys to the home are provided and the lease is signed to complete the move without paying double rent. The final move-out inspection at current home will be completed on the third business day and Resident will be required to turn all keys over to the Community Management Office.

To request a transfer, the Resident is required to submit the following documents to their Community Management Office:

1. Signed Transfer Policy form
2. Completed Request for Transfer form
3. Completed Housing Application
4. Signed Family Housing Application/Waitlist Procedures document
5. Proof of Dependents (refer to the Application/Waitlist Procedures document)
6. Copy of Orders and all Amendments (must reflect that service member will be attached to a duty station in the Military District of Washington for a minimum of 12 months following date lease for new home is signed)

Once all of the above documents are received, a pre-Inspection of current home will be scheduled to take place within three (3) business days. The request to transfer will not be processed until the pre-inspection has been completed.

This policy is subject to change and all transfer requests are subject to terms in effect at time of request.

By signing below, Resident acknowledges understanding of the terms and conditions of Transfer Policy as provided above.

Service Member Signature

Date

Property Management Representative Signature

Date