

JJ Land Company

5738 Baum Blvd
Pittsburgh, PA 15206
Phone: 412-363-1033
Fax: 412-363-7141
Email: info@jjlandapartments.com

UNIT TRANSFER REQUEST FORM

Requirements to transfer with the J.J. Land Company:

1. Tenant(s) rent account must be current and show good payment history.
 2. Tenant(s) must submit a security deposit to hold the new unit, in the amount of one month's rent
 3. Current proof of income.
 4. Approved application of any person(s) not on current lease wishing to reside in new unit.
 5. Inspection of current unit.
- The security deposit for current unit will be released to tenant(s) new account within thirty (30) days of the transfer.
 - Rent for the new unit will be due by the fifth (5th) of the month. Upon receipt of the rent, tenant(s) copy of the lease will be released.

CURRENT ADDRESS: _____

TENANT(S) REQUESTING TRANSFER: 1. _____
2. _____
3. _____

DATE OF TRANSFER: _____ REQUESTED KEY RETURN DATE: _____

REQUEST TO TRANSFER UNIT:

- I/We wish to transfer residency to: _____
- Enclosed is a check for the security deposit.
- I/We understand the original lease and any renewal agreements shall remain in full effect until the new lease takes effect.

TENANT SIGNATURE(S):

TENANT 1: PRINT: _____ SIGN: _____ DATE: _____

TENANT 2: PRINT: _____ SIGN: _____ DATE: _____

TENANT 3: PRINT: _____ SIGN: _____ DATE: _____

Received on: _____ New Rent: _____ Security Deposit paid: _____
Approved by: _____ Date: _____