

GRANITE CITY HOUSING AUTHORITY

P. O. Box 794

Granite City, Illinois 62040

Phone: (618) 876-0975 TDD: (800) 545-1833 EXT 254 FAX: (618) 876-8992

TRANSFER AGREEMENT

When a resident transfers from one apartment to another they are moving into a clean apartment. Therefore, the following items of clean up must be accomplished and inspected y the Housing Inspector, before final papers are signed on the transfer from one apartment to another:

1. Stove and Refrigerator will be transferred at the option of the Housing Authority at no charge to the resident.
2. All floors must be swept
3. All articles from shelves in closets, utility rooms, ect. Must be emptied.
4. All debris must be removed from the apartment
5. All missing or damaged window shades must be replaced in the correct manner.
6. Keys must be obtained on date of Notification of Transfer. The transfer must be completed within 3 days from the date the resident receives the key, unless mutually agreed upon by the resident and the housing authority.
7. The resident will be responsible for utilities in both apartments until such time as the transfer is complete and a new Lease Agreement is executed.

I accept the transfer from Apartment _____ to Apartment _____ under the conditions stated above.

Interviewer

Resident

Dated: _____

Dated: _____