

SOLANO PARK AT UCDAVIS APARTMENT TRANSFER REQUEST

Please read these important instructions before submitting the Transfer Request:

- Complete the transfer request and submit it in person to the Solano Park Office or by mail to:
University of California Davis
One Shields Ave, 160 Student Housing
Davis, CA 95616-8712
- Transfers only occur between October 1 and March 31 each year unless Student Housing grants an exception to policy.
- Leaseholders must reside in their current apartment for at least 6 months before they can submit a transfer request. If there is a medical need for an exception, the request must be supported by documentation from a professional.
- Washer/Dishwasher hookups will not be available in new unit.
- **Single Graduate and Undergraduate students are only eligible to transfer into a two-bedroom unit if they have an eligible student adult living with them or based on student need and availability.**

Housing Offers Process & Information

1. Apartment transfers are granted based on the date the transfer request was received and space available.
2. Depending on availability, the leaseholder may receive an offer any time before or after the desired move-in date.
3. Transfers requests are not given priority for vacant apartments over new applicants on the wait list.
4. All transfer offers are sent via email.
 - a. Leaseholders will be given 2 business days to respond to a transfer offer.
 - b. The transfer request will be cancelled if the leaseholder fails to respond to an offer by the deadline.
 - c. If the leaseholder accepts a transfer offer, a lease signing appointment will be scheduled generally within two weeks of the offer being accepted. Please note: adult occupants listed on the lease must be present at the lease signing appointment
 - i. The leaseholder needs to provide their desired move-out date from their current apartment. Overlapping rent will be calculated between the move-in date and move-out date of both apartments. Additional changes to rent may apply if the leaseholder is transferring between a one-bedroom and a two-bedroom unit. The total transfer charge amount [if any] will be provided to the leaseholder once a transfer lease appointment has been scheduled. The leaseholder is subject to overlapping rent charges as well as charges for cleaning, repairs, and/or lock changes for the apartment they are vacating

Lease Signing & Check-In Appointments

1. Typically 2-3 days are allowed to transfer from one apartment to another.
 - a. Any overlapping and/or additional rent will be due within 24 hours of the lease signing appointment if the transfer occurs within the same month the transfer lease is signed.
 - b. If the transfer occurs the month after the transfer lease is signed, overlapping or additional rent will be due the 1st of the month.
2. The transfer check-in appointment date and time will be set at the lease signing appointment. At the transfer check-in appointment students will be issued new keys and instructions for returning keys from previous unit.
3. Additional adults living in the unit are expected to be available for a transfer check-in appointment to sign the key card giving them access in the event that they are locked out.
4. The leaseholder is expected to respond by all deadlines, otherwise, the transfer request will be cancelled.

