

## "Room To Room" Transfer Application Process

A "Room To Room" transfer is for students in UAH dormitories or private rooms in apartment share units who are looking to move to another unit in an apartment share or dormitory suite where friends are currently living. You must apply to transfer to the requested room, even if it is in your current apartment share.

When completing the "Room to Room" transfer application, use the drop down menu to select the address, street, and room number of the unit you are requesting.

You must be eligible to transfer. Additional requirements for this type of transfer are outlined below.

### "Room to Room" Application Guidelines

- Applications for this type of transfer must be submitted between September 15 and April 15 in order to be considered.
- Priority must be given to applicants who are already living in the apartment.
- A [notice of vacancy](#) form for the room in question must be submitted to UAH by the current tenant of record for that room.
- At least one tenant must remain in the apartment you are requesting to move to. (We are unable to approve requests to transfer into rooms within completely vacant or soon to be vacated apartment shares.)
- You and the current occupant(s) are of the same gender. If not, the current occupant(s) must submit a letter to UAH requesting you as their roommate.
- Rooms are taken "as is." Any necessary repairs will be made however no cosmetic work such as painting will be done. No furniture will be removed from or added to the requested room.
- You must retain your [housing eligibility](#). It is not possible to vacate a unit in May or June and move into another unit in August.

### Notification

- You will be notified within two weeks of applying whether or not your request can be approved.
- Housing will be assigned by the UAH leasing office based on availability.
- If your application is approved, you must transfer to the requested room as soon as it becomes vacant.

### Offer of Accommodation

- If your request is approved, you will receive an offer of accommodation by email within approximately two weeks. This offer will expire after two business days.

### Accepting an Offer and Moving In

- Pay a security deposit to accept the offer. (If the unit is leased, the first month of rent will be billed to you after you transfer. Security deposits are typically refunded within eight weeks of returning keys.)
- Come to UAH and sign a new rental agreement no later than 3:30 PM Monday-Friday. Further instructions will be provided.
- Provide two new passport size photos at the time of lease signing.
- Moving hours are Monday through Friday between 9 AM and 4 PM only, excluding University Holidays.