

**THE UNIVERSITY OF CHICAGO
GRADUATE STUDENT HOUSING
5316 S. DORCHESTER AVENUE
CHICAGO, ILLINOIS 60615
PHONE (773) 753-2218
FAX (773) 753-8054**

GRADUATE STUDENT HOUSING APARTMENT TRANSFER GUIDELINES

If you wish to transfer to another apartment in Graduate Student Housing, please read the following guidelines and procedures:

- You must have occupied your current apartment for one academic year before transferring.
- A \$200.00 transfer fee will be charged and is payable upon acceptance of your new apartment. Note: This fee is subject to change without notice.
- The Assignment Office does not automatically make an assignment for a transfer applicant. In all cases, priority is given to new applicants. Contact the Assignment Office to inquire about availability.
- Transfers can occur from mid-October until the end of July. Under no circumstances will apartment transfers be made for move-in dates during the months of August and September.
- If an apartment transfer is not made for any reason, the terms of your current lease will remain in effect. If you elect to vacate your current apartment during the lease period, please note that you will be held to the terms of your lease.

Application Procedure:

1. Complete the attached transfer application.
2. Submit the application to the Assignment Office at 5316 S. Dorchester Avenue in person. Transfer applications are valid until July 31st of the current academic year.

Assignment/Moving Procedure:

When a new apartment has been selected, you must then:

1. Pay the transfer fee.
2. Accept the assignment and sign the lease for the new apartment (which will end on August 31st).
3. Complete the attached vacancy notice for your current apartment.
4. Transfer telephone, applicable utility services, mail service, etc. to your new address.
5. Leave your current apartment in broom-clean condition and good repair.

We hope this information is helpful. Please contact the Assignment Office (773-753-2218) if you have any questions.

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TRANSFER REQUEST

Please print or type.

Office Use

First Name

Middle Initial

Last Name

Current Address

Apt.

Date Moved In

I have read and understand the information contained in the APARTMENT TRANSFER GUIDELINES attached to this Application.

Date

Student's Signature

U of C Student ID#

A Transfer Fee of \$200.00 is due and payable at the time the new apartment is assigned.

Approved by: _____

PLEASE ANSWER ALL QUESTIONS

Name of Student _____ ☐ Male ☐ Single
☐ Female ☐ Married

Name of Spouse _____ Also student ☐ Yes ☐ No

Home Phone _____ Cell Phone _____ Email _____

Department or school of the University to which you are affiliated _____

Degree: ☐ B.A. ☐ M.A. ☐ Ph.D. ☐ Medical Resident ☐ Professional Degree ☐ Post-Doc

Reason for Transfer: _____

Number of bedrooms desired (studio, 1, 2, or 3): 1st choice _____ 2nd choice _____ ☐ Furnished
☐ Unfurnished

Desired maximum monthly rent \$ _____ Adjacent Parking? ☐ Yes ☐ No Bringing Pet? ☐ Yes ☐ No

Children: Age/Sex _____ Age/Sex _____ Age/Sex _____

Special Requests: _____

Parking: If you request a building with parking, you may apply for a space after you have accepted your apartment assignment.