

**BURKETT PROPERTIES, INC.
801 ALTON ROAD, SUITE 2
MIAMI BEACH, FL 33139**

TENANT APARTMENT TRANSFER POLICY

1. An administrative fee will be charged of 75% of the tenant's Current Rent at the time of the application. **(Cashier's check or money order)**. Note: If the tenant has requested this transfer after giving proper notice to terminate their existing lease, the administrative fee will be waived.
2. Tenant will need to **(PRIOR TO THEIR MOVE)** place a new deposit as required for the new apartment to be leased. Tenant will also be required to pay, at the same time the new security deposit is paid, the first month's rent for the new apartment. Tenant will also pay any outstanding balances on existing account in order to qualify for this apartment transfer.
3. Tenant has reviewed and agrees to enter into and sign a new lease at the new rental rate and with Tenant's signature below, agrees now to all terms and conditions of that lease. Tenant will continue to pay the previous rent until the date of the move to the new unit at which time the new rate will take effect. Any rent paid on the old apartment for days beyond the move date to the new unit will be refunded with the old security deposit after any deductions for apartment damage, beyond normal wear and tear have been assessed.
4. Tenant will be allowed three (3) days (at the new rental rate) to completely vacate the previous unit and move into the new unit. This time includes the removal of all furniture and personal belongings, cleaning of the old apartment throughout, including appliances and carpet and the return of all apartment and mailbox keys. Exceeding the 3-day limit will result in Tenant being charged for both units on a per day basis.
5. After the above requirements are met and the previous apartment has been cleaned to management's reasonable satisfaction and management has confirmed that no damage has occurred to the old apartment, the balance of the previous deposit and overpaid rent paid, if any, on the old apartment will credited to the tenant's account within 30 working days.

I agree and acknowledge that as of this date I have absolutely no outstanding issues whatsoever, including but not limited to, maintenance issues with my current unit and/or any outstanding issues whatsoever with the Rental Office, Burkett Properties, Inc, any of its properties, employees, agents, affiliated, related or unrelated companies or representatives thereof. As an inducement for Burkett Properties to enter into this agreement, it will not be necessary for Burkett Properties to send me a notice of intent to deduct damages/money from my security deposit, otherwise known as a 15-30 day letter as outlined in chapter 83 of the Florida Statutes. Burkett Properties will however, once the unit is vacated, inspection and repairs of unit, if necessary, have been completed; will forward to me an accounting of my security deposit. Said accounting will outline any refund of or claims made against Tenant and the deposit and be forwarded to tenant once all of the aforementioned steps have been completed.

I have read, understand and agree to all of the above terms and conditions. I agree that all disputes between the parties concerning the provisions of this agreement shall be submitted to binding arbitration pursuant to the State of Florida with all fees shared equally.

ACCEPTED BY TENANT(S): _____ DATE: _____

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For Burkett Companies Use Only:

Tenant's Name:	
Current Address:	
New Address:	
Start Move Date:	
End Move Date:	
New Lease Start Date:	Has the month's administrative fee been received? _____ Amt\$: _____ Have all outstanding balances on existing account been paid? _____
Has the lease been signed? Yes only: _____	Has the new Security Deposit and 1 st Month's rent been received? _____ Deposit Amt \$: _____ 1 st Month's rent Amt \$ _____
All checks cleared? Yes only: _____	Have old keys been returned? Frnt D: _____ Back D _____ Mail _____