

TRANSFER GUIDE

TRANSFER APPLICATIONS MUST BE RECEIVED BY
MARCH 30TH AT 11:59 P.M.

WHO CAN TRANSFER?

On Monday January 8th current residents that want to switch buildings or move to a smaller or bigger space can complete the 18-19 application and select YES on page 7. Residents interested in moving into a two or three bedroom apartment must have one or two confirmed roommates in the housing portal. Residents cannot transfer to a two or three bedroom apartment as one person.

WHAT DOES A TRANSFER COST?

Residents that want to move to the same style unit within the same building will be charged a \$200 transfer fee and have will have to submit a new \$500 security deposit.

Example: Two Bedroom Barringer unit on the 2nd floor moving to a Two Bedroom Barringer unit on the 10th floor each resident would be charged a \$200 transfer fee.

Residents moving from Martin to Barringer & Orlowitz or Barringer & Orlowitz to Martin do not have a transfer fee. You will have to pay a new \$500 security deposit via check and first month rent via check by Friday April 13th (apartments only). Residents downsizing or upsizing in Barringer & Orlowitz do not have a transfer fee. You will have to pay the \$500 security deposit when you select your space in the housing portal. The current security deposit will be applied to the new account for the new space after an inspection of the old space is completed and the final electric bill is deducted. All checks should be made out to PMC Property Group.

WHAT WILL I BE BILLED?

Residents in the apartments will be billed a prorated amount based on the move in date. Charges will be applied to your rent café account. Residents will receive an email on April 17th confirming their transfer assignment and rates.

Example: Jane Smith 18-19 assignment Barringer 229 two bedroom apartment

Transfer Date: May 15, 2018

Prorate May Rent for current apartment: \$437

Prorate May Rent for 18-19 apartment: \$519

Monthly Rent for June 2018: \$1037

Monthly Rent for July 2018 – May 2019: \$1068

Martin residents will be billed via their student account, charges will be prorated based on the move in date

WHAT IF I CHANGE MY MIND?

- Residents who electronically signed the 18-19 housing agreement cannot withdraw their 18-19 application and complete a termination application.
- Residents that completed a termination application can withdraw their termination application and submit an 18-19 application to renew or transfer.
- Residents who complete a transfer application and want to renew must contact university.housing@jefferson.edu.

WHAT IF I MOVE IN WITH A CURRENT RESIDENT?

If you are planning to transfer to an empty space within a unit that has a renewing resident, the unit you are moving into will not be painted and professionally cleaned. Housing/PMC will not go into an occupied space to paint and clean. Please plan with your new roommate to see the space.

Example: moving into a two bedroom with a friend from a one bedroom unit.

HELP!

Still have questions? Have a specific issue? Please email university.housing@jefferson.edu or visit the Office of Housing & Residence Life (Orlowitz 103).

WHAT IF I WANT TO LIVE WITH AN INCOMING STUDENT?

You must contact the Housing Office so we can assist with the process of pulling in an incoming student. Incoming students have a separate housing selection process. The office will work directly with you and your new roommate. The incoming student must complete the housing agreement, submit a \$500 security deposit and first month rent by Friday April 9, 2018. If the new student does not complete the process by Friday April 9th you will not be able to hold the unit.

WHERE CAN I COMPLETE THE TRANSFER REQUEST?

<https://jefferson.starrezhousing.com/>

Select the 18-19 Barringer/Orlowitz or 18-19 Martin Pre Fall application, and move through the application until page 7.

Answer YES to the question *Do you want to transfer to a new room.*

Transferring from the Apartments to Martin – complete the 18-19 Martin Pre Fall application.

Transferring from Martin to the Apartments – complete the 18-19 Barringer/Orlowitz application.

Roommates must be mutually selected by March 30th. The housing portal will be closed the week of April 2nd to prepare for the online selection process. You will not be able to pull a roommate into a space that is not confirmed in the housing portal.

WHEN CAN I SELECT MY NEW SPACE?

The transfer housing selection process will begin on Monday April 9th, residents will be able to select a new space. Residents will receive an email on Tuesday April 3rd with a time when they can log into the housing portal and select a new space. Residents that decide not to live on campus after the Monday April 9th selection process must submit a termination agreement by Friday April 13th. This termination agreement confirms their intent to no longer live in university housing.

Timeslots are generated based on the received date of the application. The earlier you submit your application the earlier your timeslot will be to select a new space.

The roommate with the earliest timeslot can select the unit for the entire group. This person will pull in each roommate and assign them a bed space. Roommates must log into the housing portal during their timeslot and sign the housing agreement within 24 hours. Roommates that fail to sign the agreement will put the entire unit in jeopardy for being removed from the space.

WHEN WILL I MOVE TO MY NEW SPACE?

Current residents will move to their new space on the Move In Date shown in the housing portal. Your current 17-18 lease will terminate on your transfer date. Your new assignment will be for the rest of 17-18 and all of 18-19. It is essential that students move on this date. Move In dates are set by the office by the availability of the unit. You must move on that specific date so the office can accommodate a new student moving into your vacant space. Do not select a unit that has a move in date that does not work for your schedule. The terms of your new housing agreement begin on the new move in date and conclude on June 30, 2019. *Example: Barringer 229 May 15 Move In* Residents will have 48 hours to move to the new space. The keys to the old unit must be returned to the front desk in person.

WHY DID MY RENT GO UP?

New rates go into effect on July 1st. Please keep in mind the rate increases when planning for your housing costs.

HOW CAN I GET OUT OF THE AGREEMENT AND LIVE OFF CAMPUS?

Residents that complete the 18-19 application and electronically sign the housing agreement are in a binding agreement for the terms outlined in the housing portal. Residents are financially committed to the newly selected space. Do not use the renewal process as a backup in case you do not find an off campus apartment. Residents are only released from the agreement at graduation or separation from the university. You have until March 30th, take time to plan!

HOW CAN I STORE FURNITURE?

The new unit will only be available on the move in day. Residents cannot store belongings in the new space prior to the move-in date. This is for your protection and for the protection of the university, occupancy of a unit by a resident and/or personal belongings cannot take place prior to the date of the new terms of agreement. We regret that exceptions to the policy cannot be made. The Housing Office suggests that you utilize a basement storage locker in Barringer or Orlowitz once your new agreement begins. Please apply at the appropriate front desk for a storage locker.