

Request for Transfer

Name _____ Date: _____

Current Development: _____ Unit Number: _____

CONTACT PHONE NUMBER(S): _____ **or** _____

Current Unit Size: _____ Needed Unit Size: _____

I feel that I or my family is in need of a transfer for the following reason(s):

I understand that KHRA attempts to transfer within the same development when able and is under no obligation to honor requests for a preferred unit, but if I were able to choose, I would wish to move to the _____ Development.

I certify by my signature that I have received a copy of the Transfer Policy and understand that if my transfer is granted I have a maximum of 7 days to vacate my former unit. If I fail to vacate my former unit I will be charged \$15 per day and any additional charges that occur as a result.

Signed _____ Date _____

Questions regarding transfers or the transfer policy should be directed to the KHRA Administration building or your case manager.

*******FOR KHRA USE ONLY*******

Request for transfer is approved _____ denied _____.

Comments:

Signed _____ Date _____