**Purdue Village Transfer Policy**

- An applicant may have only one transfer request on file. If you have a specific type of apartment in mind, please be clear in your request. For example, if only an upstairs, two-bedroom apartment in area II will be accepted, do not list any other options.
- The more specific the transfer request (such as building direction or location), the longer the wait may be. Upstairs apartments are in high demand and therefore are less available than downstairs apartments.
- Transfer requests will be considered in the order in which they are received and based on apartment availability.
- Anyone wanting to transfer during the summer should have his or her transfer request submitted no later than March 31st. Transfer requests received after this date are subject to being held through the summer assignment period, which will be September or later. Likewise, requests submitted for transfer between Fall and Spring semesters will be considered based on availability and occupancy.
- There will be no apartment transfers offered during the months of July or August.
- The fee to transfer to a different apartment is $250.

**Purdue Village Transfer Process**

- The resident shall fill out and submit a transfer request form to the Purdue Village Community Center (PVCC) office.
- The Area Coordinator of Purdue Village will notify the resident by email when an apartment matching the request is available, at which time an offer to transfer will be made.
- If the resident chooses to accept the offered apartment:
  - The non-refundable transfer fee of $250 should be paid to the PVCC office.
  - At this time, a transfer (check-in) date, pre-inspection appointment and final inspection appointment will be scheduled with the PVCC office staff.
- If the resident chooses to not accept the offered apartment:
  - 1st decline – resident should notify Area Coordinator of decline of apartment and indicate whether he or she is still interested in being considered for a transfer. Their application will be moved to the back of the priority list.
  - 2nd decline – resident’s application for transfer is declined and he or she will be removed from eligibility for transfer.

**IMPORTANT NOTE:**

ALL APARTMENT CHANGES MUST BE APPROVED BY PURDUE VILLAGE MANAGEMENT PRIOR TO MOVING. DO NOT MOVE ANY ITEMS TO A NEW APARTMENT, ROOM OR STORAGE UNIT UNTIL YOU RECEIVE PERMISSION FROM MANAGEMENT.