

MEMORANDUM
REQUEST FOR TRANSFER

TO: _____
(Name of Property Manager)

FROM: _____
(Name of resident making request)

SUBJECT: Request for Transfer

DATE: _____

RESIDENT: _____
(Resident's name & address)

Account number _____ requests a transfer to a _____.

Individual is currently occupying a _____ bedroom apartment, with a monthly rent of _____.

Reason for transfer: _____

Recommend relocation of above individual

Approved: _____
Property Manager

Disapproved: _____
Property Manager

Date: _____

Approved: _____
Director of Public Housing

Disapproved: _____
Director of Public Housing

Date: _____