New Transfer Process:

- Select the Resident you would like to transfer from the Resident Listing Screen
- Select Give Notice from the Resident’s Option Menu
- Enter the dates for the Notice Given and Notice For
- Select Transfer Within Community as the Move Out Code
- A button will popup that says Pick Unit

- Select the Unit that you would like to transfer the resident to

- Once you select the Unit that they are transferring to, this Resident is now CURRENT in their Current unit and PENDING in the unit they are transferring to.
- You will now have to perform a Move Out on the Current Unit on the applicable date, and a Move In on the Unit the Resident is transferring to.

**IMPORTANT NOTES!!**

*This will NOT transfer the balances on the Resident Ledger or the Deposit Ledger. You need to treat the move out as you would any other Move Out and create Dispo for unit being vacated.*

The **TOTALLY AWESOME PART**...

*You can now hold Occupied Units on Notice to Vacate for Current Residents requesting to transfer!*