



Transfer On-Site (TOS) and Existing Resident Move Option

For a Service Member, who is currently living on Fort Benning, to qualify for a Transfer On-Site (TOS), the following must occur:

1. Change in Rank or
2. Change in Family Composition: Pregnancy, Adoption, or Addition of Dependents – In the event a Service Member or their spouse is pregnant, adopting a child, or gaining a dependent, and the addition to the family will make them eligible for a home with a higher bedroom count, the Service Member may choose to be placed on the wait list and receive offers of available homes under the following conditions:
 1. The Service Member must provide written confirmation from a medical authority of the pregnancy and must be past the first trimester of the pregnancy, or
 2. Provide written documentation confirming the adoption approval or addition of dependents by a court or competent jurisdiction.

If the above conditions have taken place, the following conditions must also be met:

1. A transfer fee of \$1200 is required for all residents transferring regardless of Village.
2. The home must pass the Villages of Benning move out inspection process.
3. The Service Member must have completed the initial lease term.
4. The Service Member's account must be in good standing to include no outstanding balances for rent, damages, or utilities.
5. The Service Member must have no outstanding lease violations. Any prior satisfied lease violations will be taken into consideration by the management team.
6. The Service Member must agree to sign a new 12-month lease agreement for the new home.
7. All requests to Transfer On-Site will be reviewed and must be approved by each Village Community Manager.

The rate of transfer compared to new move-ins is one transfer for every 5 new residents. In order to accommodate incoming families, on-site transfers may be suspended in times of very high demand.

Note: Any moving cost associated with the resident-initiated transfer on-site will be the responsibility of the Service Member. The Service Member will be responsible for any cost associated with damage to the home exceeding normal wear and tear. The Community Manager will do a pre-move out inspection identifying the items that need to be taken care of prior to approving the TOS. Also, any deviation from this policy will require an Exception to Policy Form to be completed.

Resident Signature: _____ Date: _____