

**Cheriton Grove Apartments
20 Cheriton Road
West Roxbury, MA 02132**

Tenant Movement Policy

The following policy is hereby adopted this ____ day of _____ 2005, which addresses the means by which an existing tenant may move from one apartment within Cheriton Grove to another apartment within Cheriton Grove.

This policy does not cover the movement of tenants for medical, mental, or physical reasons, which is covered by a review of a completed Reasonable Accommodation Form that would have to be validated by the property management company overseeing Cheriton Grove Apartments.

While this policy is approved by the Cheriton Grove Board of Directors authorized representatives, the House Committee, the implementation of this policy has been delegated to the property management company overseeing the day-to-day operations of Cheriton Grove Apartments.

Individuals should understand that there will be limited opportunities for movement. The actual determination of a move will be based on the information provided on the Movement Request Form. Once approved, the following criteria shall apply.

Movement Criteria

1. Tenants may, after being a lease compliant occupant, request a move from one apartment to another apartment only after being a lease compliant occupant within Cheriton Grove for at least 4 years.

Examples of possible move requests:

- a. From a Studio Apartment to a One-Bedroom Apartment
- b. From one floor to another floor
- c. Switching with another tenant

2. Tenants may not request a specific apartment or location to be moved into.

Examples of inappropriate move requests.

- a. From Apt 405 to Apt 302
- b. From the front of the building to the back of the building
- c. From one end of the building to another end of the building

3. Tenant movement is based on a first come first serve basis. A Movement Request Form must be filled out and given to the Property / Site Manager, who will log in the request in order of receipt. Movement Request Forms are available from the Property / Site Manager.

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4. The property management company in charge will schedule when the move shall occur, so that delays in filling vacancies with new tenants does not occur. Delays caused by the moving tenant that result in loss of income will be the responsibility of the moving tenant to reimburse the Cheriton Grove Corporation, as solely determined by the property management company.
5. Tenants are responsible for any and all costs to move from one apartment to another apartment, including but not limited to, cleaning, painting, and repairs for the apartment being vacated. All required work will be determined by and completed through the property management company approved vendors.
6. Tenants may only request to be moved one time within a 12-month period. If a Movement Request Form is approved and a tenant turn comes up to move and he/she declines for any reason, the tenant would have to submit a new Movement Request Form at least 12 months after the receipt date indicated on the previous Movement Request Form, if they want to still move.

Example: If a tenant's Movement Request Form was received by the Site Manager on 7/2/05 and the same tenant was offered a move on 11/14/05 and declined, the same tenant could not submit a new Movement Request Form until after 7/2/06.

7. There is no appeal process. The decision of the property management company is final.

The Cheriton Grove Board of Directors or their authorized agents, the House Committee, may withdraw this policy at any time and without notice.

Policy Adopted by the Cheriton Grove House Committee:

June David
David E. Hajjar – Chairman
Steven Salhaney
William Seaver

For the House Committee:

David E. Hajjar, Chairman