




# How to Transfer a Resident to a New Suite

## Description

Use this function to move a Resident to a different suite within the same Retirement Community. You must have another suite available to make the transfer.

The system will:


-  Create a new, updated lease
-  Make the previous suite Available
-  Create a census record to reflect the new suite

## Step by Step

- 1 Navigate to the Resident record page
- 2 Click **Transfer**
- 3 Specify the new **Suite**. Click the magnifying glass to look up the suite and make sure it is available.
- 4 Specify an **Effective Date**
- 5 If a 2<sup>nd</sup> Occupant is also transferring to the new suite, check off **Transfer Both Residents**
- 6 Review the data and check off the **Confirm Transfer** checkbox
- 7 Click **Save**

Resident Information			
First Name	Nicolas	Last Name	Marzano
Community	iaRetirement - Oshawa	Suite	202

Transfer	
Please Specify the New Suite	<input type="text" value="888"/> 
Effective Date	<input type="text" value="9/18/2013"/> [ 9/18/2013 ]
Transfer Both Residents	<input type="checkbox"/>
Confirm Transfer	<input checked="" type="checkbox"/>