

Four Steps to Submit a Property Transfer Request in NAA Click & Lease Center

ONLY MANAGEMENT COMPANY ADMINS AND PRIMARY CONTACT ADMINS CAN INITIATE, APPROVE, AND DENY REQUESTS.







Enter the address of the property you wish to request the Click & Lease license

Search Properties	
Search Existing Properties	
Q. 300 Morse	G
The Gantry	
00011 C	
300 Morse Street NE, Washington, DC 20002	
300 Morse Street NE, Washington, DC 20002	

If the property *is found* in the list, **select it**.

If the property *is not found*, **create a new property record**.

- If the property *currently has a Click & Lease license*, the header should say: "Request License Transfer."
- If there is *no Click & Lease license*, the header should say: "Request Management Transfer."

Review the "Transfer Process" instructions and **select Continue**.



Complete the "Request License Transfer" form and **click Continue**.

+	Request License Transfer
* Property Name (If you plan on chang	ging the name of the property during the transfer, enter the new name here)
The Gantry	
Legal Name	
*Name to Print on Forms	
Select an Option	v
Note: Apt. Community name will as name will print on forms INSTEAD	utomatically print on forms UNLESS a different legal Name is given. If legal name is given, tha of Apt. Community name.
* Total Number of Units	

How to approve or deny transfer requests?

- 1. Log into the NAA Click & Lease Center
- 2. Select "Manage Properties"
- 3. At the bottom of the page, you will find *Transfer Requests Sent and Received tabs*.

You can track the status of the transfer under *Transfer Requests on the Manage Properties page*. The (TRANSFEREE) management company will receive an email requesting them to act on the transfer request. **They have up to 5 days to approve or deny the requests through the NAA Click & Lease Center.**

If you are experiencing issues with transfer request, please contact the NAA Client Solutions Center at 833-866-9622 or by email at clientsolutions@naahq.org.





