TRANSFERRING AUBURN BAY PRIVILEDGES

I/We are the current owners of:

_____

Street Address (Please Print)

Hereby transfer my/our membership to my/our tenant(s):

(Please provide birthdates for anyone less than 18 years of age)

_____ _____

Name of Tenant (Please Print) **Name of Tenant** (Please Print)

_____ _____

Name of Tenant (Please Print) **Name of Tenant** (Please Print)

_____ _____

Name of Tenant (Please Print) **Name of Tenant** (Please Print)

Their tenancy/lease expires: _____ _____, 20____.

(Month) **(Day)**

- I/We also transfer over our access code for the auburnbay-connect website.
- I/We have made the tenant aware of all the rules and regulations of Auburn Bay.

Please Note:

- The Auburn Bay Residents Association Fees must be in good standing order before your Auburn Bay Privileges can be transferred over to your tenants.
- Either the owner or the tenant(s) can have the Auburn Bay membership **not both**.
- The tenant(s) must bring in their **Tenancy Agreement** (if applicable) into the office to make a copy for your file before their picture will be taken for their permanent membership card. If a driver's license or government bill is shown with the Auburn Bay address on it a temporary card will be issued.
- It is the owner's responsibility to give written notice to the office administrator of Auburn House of any tenancy changes/updates.
- It is the owner's responsibility to give written notice to the office administrator of Auburn House to inform us of **where** to invoice all Auburn Bay Association Fees.

_____ / _____ _____

Owner/Landlord (Signature) (Please Print) Phone #

_____ / _____ _____

Owner/Landlord (Signature) (Please Print) Phone #

Signed this _____ day of _____ 20____