

RPHOA Transfer of Privileges Form



We the current owners of:

Property Address _____

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

Primary Tenants Email Address _____

Phone Number _____

First Name	Last Name	Date of Birth (dd/mm/yy)	Sex (M/F)

Their tenancy/lease expires: _____, **20**_____.
Month Day Year

Please Note:

- The Rockland Park Homeowners Association Fees must be in good standing before privileges can be transferred to tenants.
- Either the property owner OR the tenant(s) can have membership privileges, not both.
- Only one set of tenants can be put on this form.
- **If there are two sets of tenants living in the home or the owners would like to also keep their privileges, then a Secondary Suite Access form will need to be filled out and paid for.**
- Online access is not transferable to tenants.
- The tenant(s) must bring in a driver's license with the address on it and a lease agreement for the property address before their picture will be taken for a membership card.
- It is the property owner's responsibility to give written notice to the Rockland Park Homeowners Association of any tenancy changes/updates.
- It is the property owner's responsibility to give written notice to the Rockland Park Homeowners Association of where to invoice all Rockland Park Homeowners Association Fees.
- Annual fees are the responsibility of the property owner.

_____/_____
Property Owner / Landlord (Signatures)

Signed this _____ **day of** _____ **20**_____

Contact Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____ **Postal Code:** _____
If different than above