# RPHOA Transfer of Privileges Form

ROCKLAND PARK
Homeowners Association

**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