



TRANSFER OF AUBURN HOUSE FACILITY & LAKE PRIVILEGES

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 under 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 is effective: _____, 20____ and expires: _____, 20____.
Month & Day **Month & Day**

- The Auburn Bay Residents (ABRA) must see a copy of the Certificate of Title for this property before this form will be processed.***
- ABRA Fees must be in good standing before privileges can be transferred 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 administration office as proof of residency 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 ABRA of any tenancy changes/updates.
- It is the owner's responsibility to give written notice to the ABRA if you would like correspondence (including invoices) sent to an alternate mailing address.

Alternate Mailing Address: _____

- I/We are aware my/our access for the AuburnBay-connect website will be de-activated.
- I/We have made the tenant aware of all the rules and regulations of the Auburn Bay Residents Association.

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

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

Signed this _____ day of _____ 20____

This form may be dropped off at Auburn House during park hours, emailed to csr@auburnbay.org, or faxed to 403-930-6456