



RESIDENTS
ASSOCIATION

Transfer of Auburn House Facility and Lake Privileges

AuburnBayRA.ca

I/We are the current owners of: _____

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

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____

REMOVE from property (Please Print)

REMOVE from property (Please Print)

REMOVE from property (Please Print)

REMOVE from property (Please Print)

- The Auburn Bay Residents Association (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 ABRA membership, not both.
- The tenant(s) must bring in their Tenancy Agreement (if applicable) to 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 and the tenants name 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 he/she would like correspondence (including invoices) sent to an alternate mailing address.

Alternate Mailing Address: _____

- I/We are aware that my/our access for the AuburnBayRA.ca website will be de-activated.
- I/We have made the tenant aware of all of the rules and regulations of the ABRA.

Owner/Landlord (Signature)

(Please Print)

Phone #

Owner/Landlord (Signature)

(Please Print)

Phone #

Signed on 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