



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\_\_\_\_

- 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 piece of government issued photo ID 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.
- By submitting this form, I/we are aware that any tenants NOT listed on this form will be removed from the Auburn Bay property's account, unless otherwise stated.

\_\_\_\_\_  
Owner/Landlord (Signature)

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_