

# SHOA 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:**

Month

Day

, 20

Year

- The Seton 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.
- Online access is not transferable to tenants.
- A copy of the lease agreement must be viewed by the SHOA prior to the tenant's obtaining their membership card.
- The tenant(s) must bring in a driver's license showing the property address before their picture will be taken for a membership card.
- Annual fees are the responsibility of the property owner.
- It is the property owner's responsibility to give written notice to the Seton Homeowners Association of any tenancy changes/updates.
- It is the property owner's responsibility to give written notice to the Seton Homeowners Association of where to invoice all Seton Homeowners Association Fees

Property Owner / Landlord (Signatures)

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
If different than above

**Postal Code:** \_\_\_\_\_

[www.seton-connect.com](http://www.seton-connect.com)

99 Seton Road SE Calgary, AB T3M 3G1

(403)-768-9186