

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

- The Certificate of Title must be presented to the Seton Homeowners Association prior to membership privileges being transferred to tenants.
- The Seton Homeowners Association fees must be in good standing (annual fee paid in full) before privileges can be transferred to tenants.
- Either the property owner or the tenant(s) may hold membership privileges, not both.
- Online account access is not transferable to tenants.
- A copy of the lease agreement must be provided to the SHOA prior to the tenant(s) obtaining a membership card.
- The tenant(s) must present a driver's license showing the property address before their photo will be taken for a membership card.
- Annual fees remain the responsibility of the property owner.
- It is the property owner's responsibility to provide written notice to the Seton Homeowners Association of any tenancy changes or updates.
- It is the property owner's responsibility to provide written notice to the Seton Homeowners Association indicating where all SHOA fee invoices should be sent.

 Property Owner / Landlord (Signatures)

Signed this _____ day of _____ 20_____

Contact Name: _____

Phone Number: _____ **Email Address:** _____

Mailing Address: _____ **Postal Code:** _____
If different than above