



**THE ORCHARDS**

## Transfer of Orchards Clubhouse Facility & Park Privileges

This form is for Landlords who would like to transfer their Clubhouse privileges, to allow tenants to access the Clubhouse facilities and park access as well as the resident rates for programs and rentals.

### I/We are the current owners of:

Unit # \_\_\_\_\_ Address \_\_\_\_\_

Postal Code \_\_\_\_\_ E-Mail \_\_\_\_\_

Hereby transfer my/our membership to my/our tenants (please print)

Tenant Name	Last Name	Date of Birth (dd/mm/yyyy)	Gender (M/F)	Email (for online access)

Their tenancy/lease is effective: \_\_\_\_\_, 20\_\_\_\_ and expires: \_\_\_\_\_, 20\_\_\_\_  
Tenancy/Lease Start Date Expiry Date

- \_\_\_ ORA fees must be in good standing before privileges can be transferred to your tenants
- \_\_\_ Either the owner OR the tenant(s) can have an active ORA membership card, not both
- \_\_\_ The tenant(s) must bring in their Tenancy Agreement to the office as proof of residency with their driver's license with the Orchards address and the tenants name on it
- \_\_\_ It is the owner's responsibility to give written notice to the ORA of any tenancy changes/updates
- \_\_\_ It is the owner's responsibility to give written notice to the ORA if he/she would like correspondence (including invoices) sent to an alternate mailing address

Alternate Mailing Address (please print clearly): \_\_\_\_\_  
Postal Code: \_\_\_\_\_

I/We have made the tenant aware of all of the rules and regulations of the ORA

\_\_\_\_\_  
Owner/Landlord (signature)                                  Name (please print)                                  Phone #

\_\_\_\_\_  
Owner/Landlord (signature)                                  Name (please print)                                  Phone #

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