

For Office Use Only

- Scan Form \_\_\_\_\_ Int. \_\_\_\_\_
- Payment/Fee \_\_\_\_\_
- Proof of Residency \_\_\_\_\_
- Contact Tenant \_\_\_\_\_
- Date & Time \_\_\_\_\_

**Transfer of Privileges**

Dear Owner & Tenant:

According to our records at Stonebridge Ranch Community Association, you are not listed as the owner at your Stonebridge Address. If you are renting or leasing your home, we need complete and accurate information for both you and the homeowner. Listed below for your reference is the information required:

- **This Form does not serve as a Change of Address form, please contact our office or visit our website to change your address at [www.cmamanagement.com](http://www.cmamanagement.com) also at [www.stonebridgeranch.com](http://www.stonebridgeranch.com)**
- **All Tenant Cards Expire April 30<sup>th</sup> before the next pool season - Form and Payment must be completed each year**
- Owner of record must provide the current name of the owner on the account and sign the form. Please do not have the property manager sign the form it will only delay the process.
- Both the Owner of Record and Tenant must sign the authorization below for a transfer of privileges from Owner to Tenant.
- Tenants must submit proof of residency. (Details on page 2)
- In order to guarantee admission to the Association amenities, please complete the authorization form below and return it to Stonebridge Ranch Community Association, 6201 Virginia Parkway, McKinney, TX 75071 or fax it to 214-778-0595 as soon as possible. Please contact 214-733-5800 with any questions. \*\*\*

<b><u>Owner of Record</u></b>	<b><u>Tenant Information</u></b>
<hr/> <b>Name on Account</b> <hr/>	<hr/> <b>Name</b> <hr/>
<hr/> <b>Telephone</b> <hr/>	<hr/> <b>Spouse</b> <hr/>
<hr/> <b>Name of Tenant</b> <hr/>	<hr/> <b>Stonebridge Ranch Address</b> <hr/>
<hr/> <b>Email Address</b> <hr/>	<hr/> <b>Telephone</b> <hr/>
<p>I, the above owner of record do hereby transfer all rights and privileges associated with the owners address for use of the Association's amenities to the tenants listed adjacently during the time of their tenancy at my property in Stonebridge Ranch. It is further understood by me that by transferring my privileges I will no longer have access to any of the Association Amenities. I am also responsible for notifying the Association in the event of any change in tenants or in the event of the sale of my property to prevent unauthorized usage of the amenities in my name by persons other than by myself.</p>	<hr/> <b>Email Address</b> <hr/>
<hr/> <b>Signature of Owner</b> <hr/> <b>(Must be the owner-Please do not have the Property Manager sign the form it will only delay the process)</b>	<p><b>List the names and ages of other people residing at this address (proof of residency will be required):</b></p> <p>1. _____ Age: _____</p> <p>2. _____ Age: _____</p> <p>3. _____ Age: _____</p> <p>4. _____ Age: _____</p>
<hr/> <b>Date</b> <hr/>	<p>As tenants of Stonebridge Ranch, we do hereby agree to abide by the Second Amended &amp; Restated Master Declaration Covenants, Conditions, and Restrictions for Stonebridge Ranch. We further agree to abide by *Rules and Regulations which govern the Association amenities.</p>
<hr/>	<hr/> <b>Signature of Tenant</b> <hr/>
<hr/>	<hr/> <b>Date</b> <hr/>

**\*\*\*Please allow 3-5 business days for processing. Cards that are lost or stolen will NOT be replaced.**

**Payment must be made *before* application is processed (we accept only check or money order )**

## Transfer of Privileges:

- If you have tenants in your home and wish to transfer your privileges to them, please complete the Transfer of Privileges form.
- **All Tenant Cards Expire April 30th before the next pool season - Form and Payment must be completed each year.**
- Your homeowner account must be current before the “Transfer of Privileges” can be processed. If you are unsure of your account status, please call the association office at 214-733-5800 or you can access your account at [www.cmamanagement.com](http://www.cmamanagement.com).
- The owner of record and tenant portion must be complete. This form can be faxed to 214-778-0595; mailed or delivered to the Stonebridge Ranch Community Association office at 6201 Virginia Parkway, McKinney, TX 75071.
- There is a \$100.00 processing fee for a Transfer of Privileges. The homeowner will be responsible for any returned checks issued by the tenant.
- These privileges should be limited to the tenant’s household members.
- Proof of Residency is required for *each* member of the household:  
**For Adults:**  
Drivers License and Current Billing Statement with Stonebridge address  
  
**For Children:**  
Birth Certificate or Vital Record, Adoption Certificate, and/or Passport

\*For Association documents and forms, please visit  
[www.stonebridgeranch.com](http://www.stonebridgeranch.com).

