

**Stonebridge Ranch Community Association (SRCA)**  
***Transfer of Privileges Form***

**PURPOSE**

The owner of a Stonebridge Ranch residential property uses this form annually to transfer their SRCA amenity privileges to their tenant household. The form must be completed each year by both the owner and the tenant. [Note: per SRCA guidelines posted at <http://www.stonebridgeranch.com>, residential properties in Stonebridge Ranch may be rented only in their entirety (no partial home or single-room rentals are permitted), and they may be rented for a period no less than six months.]

To transfer privileges, the owner of record must be in “good standing” (i.e. have a balance less than \$50) on their SRCA account. An owner can check their account balance via their private online account at <https://cma.cincwebaxis.com/>.

**PROCESSING FEE**

- Along with the Transfer of Privileges form, a \$100 processing fee must be paid at the SRCA office (6201 Virginia Parkway). The fee is payable by check or money order only—make it payable to “SRCA”.
- The SRCA does not mediate which party (the owner or the tenant) pays the \$100 fee.
- The fee is due in full no matter the date of submission—no prorated fees are available.
- The owner of the property is responsible for any fees incurred by a returned check.

**TRANSFER TERMS**

- All tenant ID cards expire on April 30<sup>th</sup> of the following year. Residents must submit a new form and pay the \$100 processing fee to renew at that time.
- For the duration of the transfer, the privileges are available only to the permanent members of the tenant household, and the owner of record retains no amenity privileges for that season.
- Each permanent member of the tenant household must show proof of residency.
  - ADULTS age 18+: a Texas Driver’s license with Stonebridge Ranch address AND a billing statement with Stonebridge Ranch address.
  - CHILDREN age 0-17: Birth Certificate or Vital Record, Adoption Certificate, and/or Passport.
- Lost or stolen cards may NOT be replaced and the SRCA issues NO refunds.

**SUBMISSION**

- The owner of record must sign their portion of the form—it may not be signed by a representative of a property management company. The tenant must also sign the form.
- Forms may be emailed to [srca@cmamanagement.com](mailto:srca@cmamanagement.com) or delivered to the SRCA office at 6201 Virginia Parkway. Office hours are Monday to Friday, 8:30 a.m. to 5 p.m. (If you so choose, during non-office hours you may leave the form and \$100 check or money order in the mail slot by the front door.)
- Note that forms are not processed until the SRCA receives the \$100 processing fee. Upon receipt, processing may take 3 to 5 business days.
- We will contact the tenant when the tenant ID cards are ready for pick-up at the office. The tenant must pick them up in person during office hours by showing proof of identification (such as a Texas driver’s license).

**CHANGE OF ADDRESS**

This form does NOT serve as a *Change of Address*. If an owner needs to make a change of address, they may do so at any time in their private online account at <https://cma.cincwebaxis.com/>. Alternatively, they may call Customer Care at 972.943.2828 (available Monday to Friday, 8:30 a.m. to 5 p.m.).

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<u>Owner of Record Info</u>	<u>Tenant Info</u>
Name on SRCA Account	Name
Phone	Spouse/Partner
Name of Tenant	Stonebridge Ranch Address
Email Address	Phone
<p>I, the above owner of record, do hereby transfer all rights and privileges associated with this address for use of SRCA amenities to the tenants listed in the adjacent list. By transferring my privileges, I understand that I will no longer have access to any SRCA amenities during the tenure of this agreement (through April 30<sup>th</sup> of the following year). To prevent unauthorized usage of the amenities in my name, I am responsible for notifying the SRCA in the event of any change in tenants or in the event of the sale of my property.</p>	<p style="border-bottom: 1px solid black;">Email Address</p> <p><b>List the names and ages of other people residing at this address. Proof of residency is required for each.</b></p> <p>1. _____ Age: _____</p> <p>2. _____ Age: _____</p> <p>3. _____ Age: _____</p> <p>4. _____ Age: _____</p> <p>5. _____ Age: _____</p>
<p><b>Signature of Owner</b> <i>(Do NOT permit a representative of a management company to sign this form. This will only delay the process.)</i></p>	<p>As SRCA tenants, we do hereby agree to abide by the <i>Second Amended &amp; Restated Master Declaration Covenants, Conditions, and Restrictions</i> for Stonebridge Ranch. We further agree to abide by the rules and regulations* which govern SRCA amenities and social events, including verbal directives by SRCA staff and third-party vendors (such as pool lifeguards and courtesy patrol).</p>
Date	Signature of Tenant
	Date

*\*Rules and regulations pertaining to SRCA amenities and social events may be found at [www.stonebridgeranch.com](http://www.stonebridgeranch.com).*

**FOR OFFICE USE**

- Form Scanned \_\_\_\_\_
- Payment Rec'd \_\_\_\_\_

- Proof of Residency \_\_\_\_\_
- Tenant Contacted \_\_\_\_\_
- Date & Time \_\_\_\_\_