

MEMBERSHIP TRANSFER TO LESSEE CLUB PROCEDURES

A Member who owns a residence in the Crown Colony Community and leases it for a minimum of one month may register their Lessee with the Club in accordance with the Membership Plan, Rules & Regulations, Application for Lessee Privileges, Request for Lessee Transfer and Schedule of Dues, Fees and Charges.

A Member who elects to register a Lessee with the Club is responsible to ensure that they have fully read the Membership Plan, Rules & Regulations and Application for Lessee Privileges, Request for Lessee Transfer and the Schedule of Dues, Fees and Charges, as it applies to lessee transfer.

Procedures to Register a Lessee:

1. The Member must contact the Membership Director and inform him/her of the Lessee.
2. The Membership Director will provide the Member with the Application for Lessee Privileges and the Request for Lessee Transfer Form.
3. The Member completes and returns to the Club the Application for Lessee Privileges and Request for Lessee Transfer Form. New transfer fees are attached. The transfer fee must be received in the form of a check (made payable to Crown Colony Golf & Country Club), or applied to the Member's in-house account **prior** to lessee start date.
Please note that the Membership Director is not responsible to collect the transfer fee from the Lessee.
4. It is at the Members discretion to determine the level of privileges issued to a Lessee in the Club, please refer to the Request for Lessee Transfer Form. The Club will not run a background check on a Lessee.
5. The Member informs the Lessee to schedule an appointment with the Membership Director to establish privileges in the Club. The privileges extended by the Membership Director to the Lessee will be based off the Request for Lessee Transfer Form previously provided by the Member, and in accordance with the Membership Plan.
6. The Member is to contact the Club prior to the Lessee's lease expiration date to ensure that any outstanding charges at the Club have been paid in full. Each Member is responsible to ensure that house charge privileges are cleared before a Lessee departs. The Member shall be liable for any charges incurred but not paid by the Lessee.

The Membership Director is available to assist you with the Lessee process. The Club utilizes overnight mail and fax transmission to expedite the process. All forms mentioned above will be supplied by the Membership Director to the Member only. We are not able to email documents required to transfer membership to a Lessee.

If a Member relies upon a Real Estate Agency or Rental Management Company to lease their home, the Club cannot accept the signatures of an agency representative on behalf of the Member.

Member acknowledges receipt of the Club Procedures and understands the process to transfer membership.

Date

Member's Signature

**REQUEST FOR LESSEE TRANSFER
GOLF MEMBER**

The Request for Lessee Transfer Form is required to ensure that the Member understands the privileges the Member elects below will be extended to the Lessee. These privileges should be outlined by the Member to the Lessee prior to their arrival at the Club.

The Lessee is to contact the Membership Director to schedule an appointment to complete the Club Procedures. During the appointment the privileges elected below will be fully explained by the Membership Director to the Lessee. A tour of the Club Facilities and introduction to the staff will be completed. Please know that the Membership Director cannot act as a negotiator between the Member and the Lessee for higher levels of privileges than elected by the Member as indicated below.

ELECTION OF PRIVILEGES FOR LESSEE

I _____, Member Number _____, hereby request that the following privileges be extended to the lessee of my membership, in accordance to the Membership Plan, Rules & Regulations, Application for Lessee Privileges, Membership Transfer Procedures and the Schedule of Dues, Fees and Charges which apply.

- I transfer my full golf membership to, _____
for the period of time: Beginning _____ and
Ending _____.

During the duration of the lease I understand that I am not entitled to use of the Club Facilities but will continue to be obligated to pay dues with respect to the Membership.

- I elect to allow for the Lessee to establish in-house charge privileges with the Club. By this election I understand that I am responsible to ensure that the charges placed on the account will be paid in full prior to the departure of the Lessee. I understand that I (the Member), shall be liable for any charges incurred but not paid by the lessee.
- I elect for the Lessee to acquire bag storage for a monthly fee, due and payable by the Lessee to the Club, for \$40 per bag, per month.
- I elect for the Lessee to acquire locker(s) for a monthly fee, due and payable by the Lessee to the Club, for \$40 per locker, per month.
- I decline in-house charge privileges for the Lessee. Lessee understands all fees and charges will be paid by cash, Visa or MasterCard for all purchases associated with the

Club, Golf Course, Golf Shop, Dining, etc. Lessee understands that gratuity is not included in services rendered at the Club.

- I decline for bag storage privileges to be extended by the Club to the Lessee.
- I decline for locker(s) to be extended by the Club to the Lessee.

Regardless of the elections of privileges by the Member, the Member and Lessee understand that certain golf outings, tournaments and special play programs designed for Club Members Only will not include Lessees. Special Social Functions, as determined by the Club from time to time, will be designed for resident homeowner members only. The Club may determine functions that will remain exclusive to the Members only and thus determine Lessee invitation and participation to such functions.

Member acknowledges and understands that the Club has provided Lessor/Lessee privileges as per the Membership Plan, Rules & Regulations and Club Procedures. A Member electing to transfer membership is solely responsible to review and be familiar with all documents associated with the transfer of membership and the responsibilities of Lessee privileges.

Date

Member's Signature

Date

Spouse's Signature (if applicable)

This Request for Lessee Transfer shall not be binding on the Club until the acceptance below is signed.

ACCEPTED BY:

**CROWN COLONY GOLF
& COUNTRY CLUB**

Date

By: _____
Rudy Lanza, CCM, CAM
General Manager