

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 [Resident Portal \(ciranet.com\)](http://Resident Portal (ciranet.com)).

PROCESSING FEE

- Along with the Transfer of Privileges form, a \$100 processing fee must be paid at the SRCA office (6201 Virginia Parkway, McKinney, TX 75071). The fee is payable by check or money order only—please make it payable to “SRCA”.
- SRCA does not mediate which party (the owner or the tenant) pays the \$100 fee.
- The Transfer processing 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

- Property owner must have completed the Lease Registration process and be current with Lease Registration Fee for the Transfer of Privileges to be process.
- All tenant ID cards expire on April 30th of the following year. Residents must submit a new Transfer form and pay the Transfer processing fee to renew at that time.
- For the duration of the transfer, all amenity privileges are available only to the permanent members of the tenanthousehold, 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 3-17: 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 STONEB@ciramail.com or delivered to the SRCA office. Office hours are Monday to Friday, 8:30 a.m. to 5 p.m. (During non-office hours you may drop the form and \$100 check or money order in the mail slot by the front door.)
- Note that forms are not processed until SRCA receives the completed form and the processing fee. Processing time may take 7 to 10 business days.
- We will contact the tenant when the tenant ID cards are ready for pick-up at the office. The tenant can pick up completed ID cards in person during office hours by showing proof of identification (such as a Texas driver’s license).

CHANGE OF ADDRESS

This form does NOT does not serve as a *Change of Address*. If an owner needs to make a change of address, please login in to homeowner’s private online account at [Resident Portal \(ciranet.com\)](http://Resident Portal (ciranet.com)) to update mailing address. Alternatively, they may call Customer Care at 972.943.2828 (available Monday to Friday, 8:30 a.m. to 5 p.m.).

Transfer of Privileges Form

<u>Owner of Record</u>	Tenant Information
<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name on SRCA Account</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Stonebridge Ranch Address</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Mailing Address</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Email Address</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Phone</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Lessee(s)</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Lessee(s)</div> <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 30th 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> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Signature of Owner</div> <p><i>(This form may NOT be signed by a representative of a management company. This will only delay the process. Important: Only homeowner(s) on record can sign this form.)</i></p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Date</div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Spouse/Partner</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 10px;">Phone</div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 10px;">Email Address</div> </div> <p>List the names and ages of other people residing at this address. Proof of residency is required for each. (Refer to page 1 for proof of residency requirements.)</p> <div style="margin-bottom: 10px;">1. _____ Age: _____</div> <div style="margin-bottom: 10px;">2. _____ Age: _____</div> <div style="margin-bottom: 10px;">3. _____ Age: _____</div> <div style="margin-bottom: 10px;">4. _____ Age: _____</div> <p>I have reviewed and understand SRCA CC & R's & all community Policies. _____ Initials</p> <p>I understand use of the community amenities, facilities, and any common area is at my own risk. I, for myself, my heirs and for any minor children I have, am responsible for (each, a "User"), HOLD HARMLESS AND RELEASE Stonebridge Ranch Community, Inc. (the "Association"), and the Community's managers, agents, employees, managers, affiliates, officers, directors, and Declarant (the "Released Parties"), from any and all claims and causes of action including, but not limited to, any claim for personal injury or property damage, arising out of or relating in any way to use of the community amenities, facilities, and any common areas. I agree to pay or reimburse the Association for any damages caused by members of my household or any household guest. _____ Initials</p> <p>As SRCA tenants, we do hereby agree to abide by the <i>Second Amended & 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 (including but not limited to pool lifeguards and courtesy patrol).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; margin-bottom: 10px;">Signature of Tenant</div> <div style="width: 35%; border-bottom: 1px solid black; margin-bottom: 10px;">Date</div> </div>

*Rules and regulations pertaining to SRCA amenities and social events may be found at www.stonebridgeranch.com.

FOR OFFICE USE

☐ Form Scanned _____

☐ Payment Rec'd _____

☐ Proof of Residency _____

☐ Tenant Contacted _____

☐ Lease Registration _____