

AMENITY MEMBERSHIP TRANSFER AGREEMENT FORM

PROPERTY ADDRESS	DATE	
HOMEOWNER/PROPERTY OWNER NAME	HOMEOWNER/PROPERTY OWNER MAILING ADDRESS	
PHONE #	EMAIL	
☐ Transfer Fee - \$100 payable to THE HIGHLANDS CAI by personal check, money order, or cashier's check. Drop off at office, or emailed to TheHighlandsTX@ccmcnet.com or mailed to The Highlands CAI 21875 Zion Dr. Porter, TX 77365		
LESSEE/TENANT NAME(S):	PHONE #	
EMAIL	LEASE TERM START	LEASE TERM END

This agreement sets the terms for homeowners/property owners in The Highlands Community to transfer Full Amenity Membership to their tenants.

1. Transfer of Membership:

Homeowner/property owners who lease their property may transfer their Full Amenity Membership to their tenant.

Once transferred, the homeowner/property owner forfeits all membership rights for the duration of the lease.

The transfer becomes effective only after the Association receives:

- ☐ A copy of the lease agreement showing start/end dates and full tenant contact information, including email and phone number.
- ☐ A signed and dated copy of this form from the homeowner/property owners confirming the intent to transfer the membership.
- ☐ Payment of the required transfer fee.

2. Rescission of Membership Transfer:

Homeowner/property owners may rescind a membership transfer at any time by submitting written notice to The Highlands Community Association, confirming that the tenant has been informed.

The rescission takes effect only after the Association receives and processes the notice.

3. Important Notice:

The Association will not recognize any membership transfer until all required documents—lease agreement, tenant contact info, written statement, and transfer fee—are received and processed.

The Association will maintain clear communication to ensure a smooth transfer process.

Date	Date
Signature of The Highlands Property Owner	Signature of The Highlands CAI Representative
Print Name of The Highlands Property Owner	Print Name of The Highlands CAI Representative

For questions or to initiate a Membership Transfer: Please contact the Association's office directly to begin the membership transfer process or for any clarifications regarding this policy.

FOR ASSOCIATION OFFICE ONLY	
☐ Lease Agreement	☐ VMS Updated
☐ Amenity Transfer Form	☐ Lifestyle Director Notified date:
☐ Transfer Fee CK#: _____ Date: _____	☐ Welcome to Community Sent