

Hunters Creek Swim and Racquet Club, Inc.

MEMBERSHIP SALE/TRANSFER PROCESS

- Complete details regarding Sale or Surrender of Corporate Membership can be found in the HCSRC By-Laws, (Article II, Section 10 - page 3)
- You may sell or transfer your current membership at any time. If you choose to surrender it to HCSRC, you may do so only between Aug 30 and Nov 30 of the current year.
 - If you do not surrender or sell/transfer your membership by May 1, you are responsible for that season's dues.
- When you find a buyer/transferee, follow the steps outlined below to complete the sale/transfer of your membership:
 - 1. Seller/Buyer:** Determine how you would both like to proceed with exchange of the Sale/Transfer Form and receipt of payment. Per HCSRC By-Laws seller must be in current good standing with HCSRC, i.e. membership dues are current for that season.

NOTE: There is a \$75 transfer fee payable to the HCSRC.
 - 2. Seller:**
 - a. Completes the very top portion of the Sale/Transfer Form and then signs under the "Seller's Signature." Have the Buyer fill out the remaining information.
 - b. In order for the membership transfer to be completed:
 - i. There is a fee of \$75 to cover transfer of membership, payable to the HCSRC. Per By-Laws, Seller must return Tennis Court Key (if received), All RFID cards/wearable wristbands, and the completed Transfer Form.
 1. Fees for missing items must be paid with the transfer. Lost Tennis Keys are \$25 and lost/missing passes are \$5 each missing pass.
 - ii. Mail the Completed Sale/Transfer Form and the above items to Hunters Creek Swim and Racquet Club, P.O. Box 197, Herndon, VA 20172.
 - c. It is the responsibility of the Seller to pay the yearly dues, but if dues were already paid, the seller and the Buyer can arrange for the Buyer to reimburse the Seller. Seller is the person who owned the membership as of December 1 of the previous year.
 - 3. Buyer:** Pays the Seller as agreed upon. Complete the relevant portions of the Sale/Transfer Form (Buyer's name, address, phone number, email address), sign under "Buyer's Signature," date it based upon when you do the exchange, and initial where it indicates you understand you have responsibility for the annual dues.
 - 4. Membership Manager:** Once ALL items are received, the Membership Manager will begin to process the sale/transfer. The Membership Manager will email the former member to acknowledge the transfer is complete on their end (or let them know of anything that is still needed) and will email the new member with information on how to finalize the transfer to them.

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MEMBERSHIP SALE/TRANSFER FORM

I, _____, hereby acknowledge and agree to the sale and transfer of my Hunters Creek Swim and Racquet Club Membership Number _____.

Buyer's Name _____

Buyer's Address _____

Buyer's Phone _____

Buyer's Email _____

Executed this _____ day of _____, 20____.

Seller's Signature

Buyer's Signature

By signing this document the Buyer acknowledges responsibility for the annual membership dues as outlined in the HCSRC Bylaws. _____ (Buyer initials)

This completed form, tennis key, all issued RFID cards/wearable wristbands, and \$75 transfer fee, MUST be mailed and received for the transfer to be finalized. Mail all the items to P.O. Box 197, Herndon, VA 20172. You, the seller, will receive an email confirmation that you are no longer a member once the purchaser has responds to their welcome email.

Buyer: Once the documents have been received, the new owner will be contacted by the Membership Manager to initiate the appropriate Membership paperwork. Mandatory forms provided by the Membership Manager must be returned before the RFID cards/wearable wristbands and a tennis key are issued.