

Member(s) Transfer of Park Access / Authorized Users Form

Form MUST be submitted annually along with applicable fees to:
Church Lake Maintenance Co., PO Box 7104, Bonney Lake, WA 98391 or
emailed to churchlakehoa.pay@gmail.com

Name _____
Property address _____
Member mailing address _____
Phone(s) _____
Email(s) _____
Qty of Keys purchased _____ Key #'s _____

Assignment of park access to tenant

I (member name) _____, request to transfer my park access rights for the above listed property to my tenant, (applicant name as listed on lease agreement) _____ effective (date) _____ through June 30th, 2026. I understand i will be provided ONE park access card and one parking pass to give to my tenant for an annual assignment fee of \$25. For multifamily properties, ONLY ONE tenant household per membership is eligible for transfer, and no authorized users may be added by tenant. This assignment will be valid through the above listed dates as long as my tenant remains in good standing with CLMC, or until I rescind in writing.

I understand by submitting this request, that i am **transferring** my park access rights of this property to my tenant and neither myself, or any other member owner(s) will have access during this term.

Authorized users

Eligible authorized user(s) include immediate family members who reside in the household with the member, (inside the CLMC community boundaries) over the age of 12. Anyone over the age of 16 must include a photo ID as proof of residency along with this form. The following people (listed below) will have access to the park without the member present, through June 30th, 2026.

Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____

I agree to accept full responsibility for my tenant, or authorized user(s) while on CLMC property and keep them informed of park rules and regulations. I further understand and agree that a violation of the park rules and regulations by the tenant, or authorized user, is deemed to be the same as a violation by the member. The park access card must remain in their possession and identification must be shown upon request while on CLMC property. All requests subject to board of trustee discretion.

Member Signature _____ Date _____

Member Signature _____ Date _____