

# OWNER RELINQUISHMENT PROCESS



## OWNERS:

**Eligibility:** All owners, including partnerships, corporations, and trusts, can delegate these privileges through the Owner Relinquishment Process. An administration fee applies for this process. Process valid for seasonal tenants with leases of 31 days or more and long-term tenants with leases of 9 months or longer.

**Frequency:** Owners may initiate this process no more than twice within any 12-month period.

**Owner Relinquishment:** By using this process, owners relinquish all rights, benefits, and privileges, except those specifically exempted in the Governing Documents or relevant rules. Owners who relinquish their Member ID cards and benefits will not have access to member discounts at public amenities, nor access to private amenities for the duration of the owner relinquishment and lease agreement.

1. **Owner Relinquishment Process:** An Owner cannot submit a request for an Owner Relinquishment more than twice in any twelve (12) month period. During an Owner Relinquishment, the Owner relinquishes their member ID cards and benefits to the tenants for the duration of their lease.
2. **Inactivation of Member ID Cards:** Any previously issued Member Photo ID cards for Owners and their family will be inactivated until the termination of the lease, as these benefits will be granted to the tenants and Tenant ID Cards issued.
3. **Reactivation of Member ID Cards:** Member Photo ID cards will be reactivated at the end of the lease period agreed upon through the Owner Relinquishment Form and **may be subject to go through the verification process.**

**Tenant Benefits:** Qualifying Tenants and tenant direct family members will receive Residential Tenant Cards. Residential Tenant cards grant the card holder access to private amenities, member benefits and member-exclusive pricing. Access may be subject to restrictions.

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## EXPIRATION OF LEASE AND ID CARDS:

### Upon expiration of the Resident Tenant Lease:

- **Deactivation of Tenant ID Cards:** Resident Tenant Photo ID Cards will be deactivated.
- **Reversion of Rights:** All delegated rights, privileges, and benefits will revert to the Owner on the deed.
- **Verification:** If the owner's account has not previously been verified, the Owner must go through the Verification Process to receive Member ID Cards and benefits.

## Renewal of Lease and Residential Tenant ID Cards:

- **Renewal of Lease:** If there are NO CHANGES to the tenants on the original lease, and you are extending the tenant's lease, you will need to notify Member Services **at least 1 week before** the original lease term end date to avoid paying the administration fee again for reactivation of tenant cards.
- **Changes to Tenants:** If there are changes to my original lease, either at the end of the term or midway, I will be required to pay the administration fee for changes to be enacted by Member Services.
- **Updated Lease Submission:** I must submit an updated lease **at least 1 week prior** to the end of the current lease period to renew/extend the current Residential Tenant Photo ID Cards. If I fail to do so, my tenants will be inactivated according to the end of lease dates supplied in this form.
- **Re-Activation of Tenants:** I understand **that failure to notify Member Services of any updated lease terms prior to lease expiration** will result in the Tenant ID Cards' benefits and access to expire, and I will be required to pay the administration fee to reactivate the tenants.

## Process for Owners:

1. Complete the following form:
  - a. Owner Relinquishment form found at [www.tahoedonner.com/forms](http://www.tahoedonner.com/forms)
  - b. [Click the link Owner Relinquishment Form.](#)
2. Upload a copy of the signed Lease reflecting the names of the tenants you wish to participate in receiving Residential Tenant ID Cards.
3. Pay the administrative fee associated with the Owner Relinquishment Process.
4. Turn in your Member ID Cards to the Member Services Office.

