



## Hiddenbrook Swim & Tennis Club

P.O. Box 981 - Herndon, Virginia 20172

Phone 703-318-7159

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### Membership Sale/Transfer Process

The Hiddenbrook Swim and Tennis Club is providing this information to its members to allow for a smooth transition when transferring or selling memberships. From the 2012 season forward this is the process that all members are required to use when transferring/selling a membership.

Once you have been billed for your dues, they must be paid in full before the transfer can occur.

All information must be turned in at one time and complete in order for new members to begin enjoying the use of the pool. As always, the facilities manager is here to help; if you have any questions, please call her at 703-318-7159.

#### First:

**If you are selling/transferring a membership and you have your old certificate-** Fill out the information on the reverse of the certificate with the new members information.

**If you are selling/transferring a membership and you cannot find your old certificate-**

Download the form '*Affidavit for lost certificate transfer*' from the website. Fill this form out and have it notarized.

#### Then you will need the following:

1. A completed '*new member information form*' (This can be downloaded from the website)
2. A recent photo of the entire family that will be using the pool (no larger than a 4x6)
3. Check made out to Hiddenbrook Swim and Tennis Club for \$25 for the transfer fee

When you have gathered all the items needed, you may bring them to the clubhouse during the facilities manager's regular hours, mail to the above address, or place in the mail slot at the clubhouse.

#### **\*\*\*Important\*\*\***

**No transfer will be processed without all of the required items. Please do not submit the transfer/sale to the club until all items have been collected and filled out completely.**