



## Hiddenbrook Swim & Tennis Club

P.O. Box 981 Herndon, Virginia 20172

703-318-7159 Hiddenbrook\_homes@hotmail.com

### 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.

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

**\*\*No transfer will be processed without all of the required items. \*\***

#### Step 1:

All prospective buyers must be approved by the club prior to transfer. If prospective buyer has had a previously relinquished or reclaimed membership, the transfer will not be approved. Please provide the property manager with your buyer's complete name and address to confirm before you transfer or accept payment for the membership.

#### Step 2:

**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.

#### Step 3:

1. Your buyer should complete the '*new member information form*' which be downloaded from the website.
2. An electronic photo of the new members should be emailed to: Hiddenbrook\_homes@hotmail.com. Please identify the member number in the subject line. A single, family photo is permitted. Please be sure all faces can be seen clearly in the photo.
3. Check should be written to Hiddenbrook Swim and Tennis Club for \$25 for the transfer fee
4. Once you have been billed for your dues for the season, they must be paid in full before the transfer can occur.

When you have gathered all the items needed, you may bring them to the clubhouse during the property manager's regular hours, mail to the above address, or place in the mail slot at the clubhouse door. No membership transfers will be performed the week that the pool opens.