



Woodbridge Village Association
 31 Creek Road Main Office: (949) 786-1800
 Irvine, California 92604-4799 Fax: (949) 786-1212
 www.wva.org

\$50.00* Non-Refundable Registration Fee.
\$25.00* Non-Refundable Transfer Fee applicable only when moving from one WVA address to another and no tenant registration packet given. Fee must accompany registration form at the time of submittal.

Date Paid: _____ Rec'd by: _____
 Amount \$ _____ Check # _____
 Paid by: Apartment Tenant

Agreement for Delegation of Community Facility Privileges from Apartment Area Owner to Tenant- Occupant of Apartment Rental Unit

This form must be completed and signed, in full, by the authorized agent of the Apartment Area owner and the Tenant-Occupant. The non-refundable processing fee must accompany each assignment.

WVA Apartment Address/Unit: _____ WVA Account #: _____

Name of WVA Apartment Area: _____

Apartment Area Phone: () _____

The Apartment Area Owner's/Agent must list the full names of all individuals living in this unit. The persons listed should be all Tenant-Occupant(s) with privileges and authorized facility ID issuance only while living in this unit.

Initial Authorization:

List all occupants on the property:

Owner must initial next to each occupant to be issued a facility identification card.

_____ I authorize Facility Identification Cards to be issued to those occupants listed.
Agent's Initial

_____ Adult: _____
Agent's Initials Last First

When delegating facility privileges, the Apartment Area owner/agent is also responsible for all facility identification cards issued to each occupant. Each adult and youth facility identification card creates a \$25.00 fee liability of the legal owner if not returned to WVA when the occupants listed vacate the property. THE PROCESSING FEE IS NON-REFUNDABLE. IT IS NOT A KEY OR TAG DEPOSIT.

_____ Adult: _____
Agent's Initials Last First

FACILITY IDENTIFICATION CARDS CANNOT BE SHARED AMONG OCCUPANTS.

_____ Adult: _____
Agent's Initials Last First

Youth Facility Identification Cards are issued to children between the ages of 10 and 17 that are water safe. Documentation to verify child's age must be presented at the time of issuance.

_____ Adult: _____
Agent's Initials Last First

_____ Child: _____
Agent's Initials Last First Age

_____ Child: _____
Agent's Initials Last First Age

_____ Child: _____
Agent's Initials Last First Age

_____ Child: _____
Agent's Initials Last First Age

The undersigned acknowledges that the information shown above is correct. The Facility ID is the PROPERTY OF THE WOODBRIDGE VILLAGE ASSOCIATION, and as such, creates a FINANCIAL RESPONSIBILITY OF THE APARTMENT AREA OWNER as stated on the REVERSE SIDE OF THIS DOCUMENT. FACILITY IDENTIFICATION IS NON-TRANSFERABLE, AND MUST BE SURRENDERED UPON REQUEST. THE UNDERSIGNED AGREES TO ABIDE WITH THESE TERMS, AND THOSE STATED ON THE REVERSE SIDE OF THIS DOCUMENT, and understands that a copy of the completed document will be provided, with the original remaining in the WVA property file.

Apartment Area Owner/Agent Signature:

Signature **MUST** be that of the agent of the Apartment Area Owner and whose signature is on file with the WVA. I, the undersigned, as agent for the Apartment Area Owner of the above mentioned WVA property, hereby delegate facility usage rights and privileges (with exception of voting power) **ONLY** to the **ABOVE LISTED** tenant-occupants, and authorize Facility identification issuance. ID's create a \$25* per ID liability to the Legal Owner of the Apartment Area.

Signature (Required) Agent for Legal Owner (Print Name Legibly) Date

Tenant-Occupant Signature:

I, the tenant-occupant, hereby acknowledge that there is **no** outstanding identification issued to me for **any other** WVA property and agree, on my behalf, and on behalf of the other adult and child occupants of the above property, to abide by **all** terms and conditions stated on the reverse side of this document **and** in the WVA Rules and Regulations. The processing fee is non-refundable. It is **NOT** a key or tag deposit.

Signature (Required) Tenant Occupant (Print Name Legibly) Date

Home Phone: () _____ Work Phone: () _____
_____ *Email*

* Fee subject to change by Board of Directors without notice. A current Fee Schedule is available at the Association office.

Apartment Area Owner and Tenant-Occupant Agree to the Following Terms and Conditions

The information stated herein are excerpts from the WVA Rules and Regulations and as such, are not limited to those appearing here. WVA Rules and Regulations are subject to change, and all members are subject to those changes, regardless of the date of signing this agreement.

GENERAL

1. The Apartment Area Owner or Designate is responsible for the completion of applicable forms and provision of the required information. In addition, it is the responsibility of the legal owner to insure that all applicable fees are paid.
2. All tenants-occupants must be registered with WVA within fifteen (15) days of moving onto the property. Failure to do so is a violation of the Rules and Regulations, and therefore is subject to appropriate enforcement including penalties and fines.
3. Facility identification cards may not, at any time, be transferred to any other person or property.
4. Registered tenant-occupants assigned facility privileges may be issued one (1) adult facility identification card and one (1) youth facility identification card per child between the ages of 10 and 17 that are water safe at no charge.
5. All Rules and Regulations, By-Laws and CC&R's must be abided by at all times. Apartment Area owners are responsible for any fines and/or penalties levied against tenants-occupants, including guests, for violation of any Rules and Regulations, By-Laws, and CC&R's.

LOST FACILITY IDENTIFICATION/REPORTING OF LOSS PROCEDURE

1. Lost/damaged facility identification cards must be reported to the Association Office in person, in writing, or by phone during regular business hours. A reported lost/damaged facility identification card will be immediately deactivated.
2. An Outstanding Facility Identification Fee* is applicable for each lost facility identification card not replaced and for each damaged facility identification card not returned to the Association office regardless whether they have been reported lost or damaged in writing or by phone.
3. Applicable Replacement Fees* must be paid to receive a new facility identification card.

RETURN OF FACILITY IDENTIFICATION

1. All facility identification must be returned, and in the Association's possession, no later than one (1) day before the entry date of any new lease agreement with a tenant-occupant and/or one (1) day before vacating the unit.
2. Registered tenant-occupant is to properly return all ID issued, prior to vacating the unit, directly to the WVA.
3. The Apartment Area Owner or Designate is responsible for the return of ALL facility identification item(s) to the Association office.
4. Subsequent tenant-occupancy of the unit will NOT be eligible for facility identification until ALL previously issued items are returned, properly reported lost, and/or fees* paid.

RENTAL AGREEMENTS

It is understood that the APARTMENT AREA OWNER WILL BE HELD LIABLE AND RESPONSIBLE for a registered tenant-occupant with assigned facility privileges entering into a WVA Facility Rental Agreement (private use of designated facilities for a fee) with the Association.

ASSOCIATION RULES AND REGULATIONS

The Association has the authority to change current Rules and Regulations in accordance with State law. Members are notified of any changes through publication in the monthly newsletter, Reflections, and/or the Board Highlights enclosed with each monthly billing statement. All members, including any tenant-occupants will be bound by any changes. Current Rules and Regulations are on file at the Association office and are available on the Association's web site.

ENFORCEMENT

According to the enforcement section of the Rules and Regulations, in addition to the fees/penalties described, a fine of \$25.00* per day for each violation will be levied on a member who fails to abide by the Rules and Regulations.

*Fees are subject to change by the Board of Directors without notice. A current Fee Schedule is available at the Association Office.

Updated 4/16