



RENTER-TENANT ASSIGNMENT OF USE PRIVILEGE RIGHTS
ACCESSORY DWELLING UNIT/GUESTHOUSE

Tract/Lot: _____ - _____ Property Street Address: _____

Section 1: To Be Completed by Property Owner or Property Manager
(Please include copy of Lease Agreement)

Name(s) of Owner(s) as shown on Deed: 1) _____ 2) _____

____ (Initial) BVSA Rules Section 305.g.4 – Property Owners who have an Environmental Control Committee (ECC) approved Accessory Dwelling Unit/Guesthouse and/or Junior Accessory Dwelling Unit may assign up to two amenity cards per unit to tenants. A completed application by the member with accompanying lease verifying that the rental is thirty (30) consecutive days or longer in length and an annual fee (or pro-rated amount of the annual fee), in accordance with the BVSA Fee schedule, must be paid for each card before issuance. The annual fee per card will then be charged to the Property Owner each fiscal year with the annual assessments until the Association is informed in writing of termination of the tenancy.

____ (Initial) I understand that this Accessory Dwelling Unit must be approved by the ECC and Kern County. I have submitted the proper paperwork to the ECC and provided a Certificate of Occupancy from Kern County prior to Amenity Use Cards being issued.

____ (Initial) I understand that I am responsible to ensure that the cards issued to tenants and their families are returned to the Association Office upon termination of the tenancy. At the termination of the tenancy, I will be responsible to return the cards to the Association Office or pay a fee in accordance with the BVSA Fee schedule. Upon sale, exchange, or transfer of a Member's lot or condominium, the Member must surrender to the Association the Use Privilege Cards outstanding on that property. The Association may impose a fee in accordance with the BVSA Fee Schedule for each card issued with respect to the Member's property, which is not returned to the Association. This fee may be collected through the sale, exchange or transfer escrow or any other means provided by law.

____ (Initial) I understand that I am responsible for my tenants. This includes tenants' family members while on Association premises. This responsibility includes tenants' observance of the Governing Documents. Should guests or tenants of a Member deface, injure, or destroy Association property, the Member is ultimately liable for the damage. (Sec. 306.c & f)

Property Owner Signature
(Or Designated Property Manager as shown on lease)

Print Name

Date

List each person assigned to a "Use Privilege Card"

Full Name	Relationship	Year of Birth (Children 9-17 only)	Date Issued:
1)			
2)			

Photo Identification required for anyone requesting a card over 18.
(over)

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Section 2: To Be Completed by Renter/Tenant

Renter/Tenant Information

Telephone: Home: _____ Work/Cell: _____

E-mail: _____

(Tenant Initial) _____ Use of the Community Facilities is limited to persons qualifying for Use Privilege Cards or Guest Passes. The Association shall require production of your card prior to the use of any facility. Please carry your card with you at all times when using the facilities.

(Tenant Initial) _____ I/We understand that my/our use of the common areas and community facilities shall at all times be subject to all the applicable terms of all Association governing documents. I acknowledge that the C&R's, BVSA Rules, and ECC Rules are available at bvsa.org and hard copies are available at the BVSA office. I/we agree to abide by all of these Governing Documents.

I/We understand that there is a **NON-REFUNDABLE FEE OF \$100.00 PER CARD** as required by Association Rule, Section 305(f). **REPLACEMENT COST FOR A LOST CARD IS PER CURRENT FEE SCHEDULE.** I/We understand that we must surrender our cards to the Association Office or to the Property Owner (Or Designated Property Manager) upon termination of our tenancy.

Signature of Renter/Tenant: _____ Date: _____

For Office Use Only:

- ☐ Guesthouse/ADU approved by ECC
- ☐ Certificate of Occupancy
- ☐ Lease
- ☐ Check system for Unreturned Renter/Tenant Cards
- ☐ Fees (Pro-rate \$360/year) + \$100/card
- ☐ Issue Cards
- ☐ 2 copies of Form and Payment – 1 copy with payment to Accounting; 1 copy to ECC Deposit; Completed Original with copy of payment in Renter Binders
- ☐ Accounts Receivable re: Assessment

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