

REMOVING A MEMBER

T/L: _____ Property Address: _____

In order to remove a Member prior to their expiration date, all outstanding items issued must be returned to the Member Services office first. If the items cannot be returned, a \$100 Non-Returned Item Fee can be paid for each outstanding item to remove it from the property.

Member(s) to Remove: _____

Type of Membership: _____

Signature of Owner / Property Manager

Date

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OFFICE USE ONLY

Date Received: _____ Staff: _____ Submitted By: OWNER PM

Verified By: POA/ID SIGNATURE Outstanding Items: RETURNED PAID NONE