

## ENDORSEMENT LETTER

Date: \_\_\_\_\_

Gentlemen:

Please be informed that I have leased out Unit No. \_\_\_\_\_ of \_\_\_\_\_ (building) to Mr / Ms \_\_\_\_\_, I am therefore assigning the usage rights to him/her.

Monthly consumptions shall be billed to my him/her and the monthly dues in the amount of \_\_\_\_\_ per principal member shall be billed to :

**Myself** • *Failure on the part of the Lessor to pay for monthly dues may be cause for the suspension of the resident's/tenant's membership privilege.*

**Please indicate your contact information (for Unit Owner):**

Phone / Mobile No (Int'l / Local): \_\_\_\_\_ E-mail Add: \_\_\_\_\_

**My tenant/Resident with billing address** \_\_\_\_\_

This is valid from \_\_\_\_\_ to \_\_\_\_\_.

I expressly acknowledge and agree to the following conditions set in relation to my membership with the Club:

- a. *Membership with the Club has to be kept active for at least six (6) months.*
- b. *Membership with the Club shall be co-terminus with the tenure of the tenant/resident – as indicated in the Lease Contract submitted to the Club at the time of application.*
- c. *Membership with the Club, including usage rights and signing privileges, shall be automatically cancelled at the end of the lease period indicated in the contract.*
- d. *An extension of the Lease Contract must be submitted to the Membership Administration Office at least one (1) month prior to the end of the lease period.*

*The Club cannot be held liable for the cancellation of the membership privileges for failure of the resident/tenant member to submit the required documents relative to the extension of lease.*

- e. *A written De-Activation notice must be submitted to the Administration Office if de-activation is requested by the Resident/Tenant Member prior to the end of the lease contract.*

I further acknowledge and agree to assume any overdue or unpaid accounts (membership dues, consumptions, late payment charges, etc.) incurred by my unit's resident/tenant.

Thank you,

Conforme:

\_\_\_\_\_  
Signature over printed name  
(Lessor/Unit Owner)

\_\_\_\_\_  
Signature over printed name  
(Tenant/Resident)

**To be filled-up by Membership Administration:**

RECEIVED BY : \_\_\_\_\_

DATE RECEIVED : \_\_\_\_\_

Previous Tenant/Resident Member's Account Status :  Cleared  N.A.  
 W/ outstanding balance

Cleared by : \_\_\_\_\_

Approved for processing : \_\_\_\_\_

V. 7/2017