

CARDINAL HILL REDEMPTION PROCEDURES

REDEMPTION PROCEDURE

Any member wishing to redeem his membership should mail the membership redemption form to PO Box 190, Vienna, VA 22183. Your signature (s) must be notarized on this form.

In the event of a member's redemption after the annual dues of \$850.00 have been paid, refunds will be made as follows:

REDEMPTION DATES	REFUND AMOUNT
Before February 1	\$850.00
Before March 1	\$510.00
Before May 1	\$380.00
Before June 1	\$340.00

*Note: For sale of home, the redemption date is the date of closing – NOT DATE WE RECEIVE THE FORM.

If your dues have not been paid, a proportional amount of dues and late fees will be deducted from your membership refund of \$3525.00. Your postmark is considered your date of redemption.

SALE OF A MEMBER'S HOUSE AND MEMBERSHIP TRANSFER TO NEW OWNER

If an Active member so desires, the buyer of a member's house has the right to purchase the redeemed membership from the club in accordance with club by-laws. Seller must notify Cardinal Hill once they have a contract from the purchaser. Please include the name and email of the buyer or buyer's agent. It is the responsibility of the seller to keep the business manager informed of the desires and intention of the buyer. No membership will be transferred until final settlement has been made on the member's house. The transaction must be completed and all fees paid within 30 days of final settlement. The buyer must fill out the wait list application online and pay the \$30 wait list fee. All fees must be paid by the buyer directly to Cardinal Hill and not to the seller of the house/membership.

SALE OF MEMBERSHIP TO WAITING LIST APPLICANT

In the event the certificate or notarized letter is returned to the club for sale, the membership will be offered to the first applicant on the waiting list. All fees must be paid by the applicant before the payment can be made to the member wishing to redeem. Please allow at least 90 days for the processing of your request.

LEGACY TRANSFER OF MEMBERSHIP

A member in good standing may request a transfer of their membership to one Adult Child in accordance with the club by-laws. The member must fill out and notarize the redemption form and include it with a Legacy Membership Application form along with a transfer fee of \$100.

Memberships can only be sold or transferred through the club and members must be an Active dues paying member. Local Inactive or Away inactive members may not redeem their membership until the end of the current season. An individual member cannot sell or transfer his membership without going through the procedures of the club.

**CARDINAL HILL SWIM AND RACQUET CLUB
P.O. BOX 190 VIENNA, VIRGINIA 22183
EMAIL: CHSRCVIENNA@CHSRC.COM
PHONE: 703-938-0858**

MEMBERSHIP REDEMPTION REQUEST

MEMBER INFORMATION

Last Name:	First Name:	Member ID:
Last Name:	First Name:	
Home Phone:	Cell Phone:	
Current Address:		
City:	State:	ZIP Code:
Email:		
New Address (if applicable):		
City:	State:	ZIP Code:

REASON(S) FOR REDEMPTION

No Longer Using Club Moving Out of Area

Selling Home - buyers will be purchasing membership (please include name and email of purchasers or their agent):

Buyer/Agent Name: _____

Buyer/Agent Email Address: _____

Estimated Closing Date: _____

Selling Home – buyers will not be purchasing membership

Legacy Transfer - Transferring membership to my adult child :
_____ Email: _____

* Membership Application for Adult Child is attached along with \$100 transfer fee

Other – please specify

SIGNATURE

Please redeem our membership in Cardinal Hill Swim and Racquet Club. I realize that refund of my membership fee is based on the club's ability to sell my membership. I will allow up to 90 days for processing of this redemption. I waive all future claims against the Club.

**Signature of primary member:	Date:
Signature of Spouse:	Date:

**** Signature of primary member and spouse must be notarized.**