

Date \_\_\_\_\_

**Re: Notification of Name of Tenant & Delegation of Rights to Common Areas & Facilities**

Dear \_\_\_\_\_

In order to keep our records up to date and to comply with the policies set forth in the Steeple Run Community Council by-laws, please fill out the bottom portion of this letter and return to the Steeple Run Clubhouse by \_\_\_\_\_. The delegation of rights of enjoyment can only be given to the persons residing in the home. Pool passes cannot be issued to a tenant unless we have the delegation of rights on file. Please notify us immediately if there is a change of tenant during the course of the year. Delegation forms expire on December 31<sup>st</sup> each year; new forms must be filled out annually and are sent with assessment notifications.

As a reminder, regardless of what lease agreement you may have with your tenant regarding the annual assessment fee, the owner of the property is responsible for the payment of the assessment to the Council.

If you have any questions, please call the Clubhouse Office, (630) 355-9559.

*Beth Dunlop*  
Acting Clubhouse Manager



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

Property Address \_\_\_\_\_ Unit/Lot # \_\_\_\_\_

Date: \_\_\_\_\_ Owner Name(s) \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

**Delegation of Rights to the Common Areas & Community Facilities**

I/We \_\_\_\_\_  
Signature of property owner(s)

Delegate rights of enjoyment to the Common Areas and Community Facilities to:

\_\_\_\_\_  
Name of tenant(s)

The rights and privileges of said person or persons to whom the use is delegated are subject to all of the rules and regulations adopted by the Council and all the rights and restrictions set forth in the Declaration.

If you do not wish to delegate your rights to the common areas & facilities, please mark here: