

## Transfer of Privileges

Mililani homeowners have the right to either transfer recreational privileges to their tenants or retain privileges for themselves. Homeowners and tenants cannot have MTA ID cards at the same time. The homeowner must return all valid MTA ID cards issued, including valid MTA ID cards issued to previous tenants. Tenants will not be issued MTA ID cards until all valid MTA ID cards are returned to MTA Administration Office. By transferring privileges to tenants, the homeowner gives up all membership privileges to use the Mililani Recreation Facilities and MTA programs/classes.

### MTA Policy

1. The homeowner is required to sign this form **in person** at either the MTA Administration Office or at Recreation Center III (A valid picture I.D. is required. Example: driver's license, state ID, etc.). MTA staff must witness homeowner's signature. If the homeowner cannot come in person, the Transfer of Privilege form must be notarized.
2. Property Management Company or designated individuals that are **listed** in the MTA database may submit the Transfer of Privilege form for the homeowner. The homeowner does not need to sign and notarization is not required. Forms completed by the property management company/individual can be faxed to the MTA Administration Office. If the property management company or designated individual is not listed in the MTA database, the homeowner is required to submit a completed Homeowners Authorizing Property Management Company/Individual form. Contact the MTA Administration Office for more information.
3. All names authorized to get MTA ID cards by the homeowner must be listed on the form. Indicate whether family members are adults or children.
4. The rental lease expiration date is required. We do not accept month to month lease expiration dates. A specific date is required. The Transfer of Privilege form is valid until the lease expiration date on the form expires. MTA ID cards will be issued for only one year at a time even though the lease expiration date on the Transfer of Privilege form is good for several years. Upon renewing lease, a new Transfer of Privilege form must be submitted.
5. MTA ID cards will be valid for the term of the rental lease expiration date or one year, whichever is shorter.
6. If tenants vacate property before MTA ID cards expire, the MTA ID cards must be returned to the MTA Administration Office.

Once the transfer form is completed, the tenants can obtain a MTA ID card at Rec. Center 3. Homeowners will remain responsible for payment of maintenance assessments and compliance of their property to existing DCC&R requirements. Homeowners will be held financially liable for any property that is damaged, misplaced, abused or rendered unusable by the tenant and/or tenant's guest, except for normal anticipated wear and tear.

By signing the Transfer of Privilege form, the homeowner relinquishes their privileges. The homeowner or the homeowner's authorized agent agree that the homeowner shall be deemed to have assigned all the rights to use the recreational facilities at MTA to the Tenant, and agree to accept liability for loss or damages to MTA resulting from such use.

**MTA Administration Office**  
**95-303 Kaloapau St.**  
**Phone: (808) 623-7300**

Monday – Friday 8:00 am – 4:30 pm

**MTA Rec. Center 3**  
**95-281 Kaloapau St.**  
**Ph: (808) 440-2603**

Daily 7:00am – 9:00pm  
Last transaction at 8:45pm

**MTA Rec. Center 7**  
**95-1333 Lehiwa Dr.**  
**Ph: (808) 440-2608**

Daily 7:00am – 7:00pm  
Last transaction at 6:45pm

\*\*Forms submitted at Rec. Center 3 & 7 will be processed at the Administration Office. Please allow 5 business days for processing.\*\*

## Transfer of Privileges

\*\*\*Please see reverse side for important information regarding transferring privileges to tenants.

The owner(s) \_\_\_\_\_ of the Mililani Town  
 (Print Names of Owners)  
 property located at \_\_\_\_\_ wish to waive their rights for the use  
 (Mililani Town Address)  
 of the MTA recreation facilities and assign such rights to the **Tenants** listed below:

	HEAD OF HOUSEHOLD	BIRTHDATE	PHONE NUMBER	EMAIL ADDRESS
1.	First Name _____ Last Name _____	_____	_____	_____
2.	First Name _____ Last Name _____	_____	_____	_____

	HOUSEHOLD MEMBERS	BIRTHDATE	HOUSEHOLD MEMBERS	BIRTHDATE
1.	First Name _____ Last Name _____	_____	4.	First Name _____ Last Name _____
2.	First Name _____ Last Name _____	_____	5.	First Name _____ Last Name _____
3.	First Name _____ Last Name _____	_____	6.	First Name _____ Last Name _____

**LEASE EXPIRATION DATE:** \_\_\_\_\_ (Example: mm/dd/yyyy)

Upon renewing lease, a new Transfer of Privilege form must be submitted. **Month to Month leases will not be accepted. A specific date is required.**

\_\_\_\_\_  
 Homeowner's Signature                      Date                      Signature Witnessed by MTA Staff                      Date

Homeowner's Mailing Address: \_\_\_\_\_  
 Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**NOTARIZATION** (Required if homeowner cannot come in person to sign form. Notarization not needed if completed by property management company listed in MTA database):

State of \_\_\_\_\_  
 City/County of \_\_\_\_\_  
 On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_  
 \_\_\_\_\_, to me known to be the person described in and  
 who executed the foregoing instrument and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_ free  
 act and deed.  
 Commission expires on: \_\_\_\_\_ (Seal)

Notary Signature

Doc. Date: \_\_\_\_\_ # of pages: \_\_\_\_\_  
 Notary Name: \_\_\_\_\_ Circuit \_\_\_\_\_  
 Doc. Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Commission expires on: \_\_\_\_\_ (Seal)

**FOR PROPERTY MANAGEMENT COMPANIES LISTED IN MTA DATABASE.** Notarization not required. If not listed, homeowner is required to complete the Homeowners Authorizing Property Management Company/Individual form. Contact the MTA Administration Office for more information.

Property Management Company: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Bus. Phone No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular No. \_\_\_\_\_  
 Agent's Printed Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Please allow 5 business days for processing\*\*

Revised on 8/4/2022