

# PROCEDURE FOR SALE/TRANSFER OF TITLE OF CABIN OR R.V. UNIT

- (1) Submit a **DATED** letter offering the Cabin to Nanoose Bay Pentecostal Camp Society on a first right of refusal basis. Include your selling price and what is included (or is not included) in the offer. (R.V. units are excluded from this requirement)
- (2) Your submission will be phoned, faxed or e-mailed to the Nanoose Bay Pentecostal Camp General Executive for their response. Upon tallying the responses, the offer will be declined, accepted or counter offer given.
- (3) Should the N.B.P.C. Executive decline the purchase, then you would proceed entertaining offers from others for the sale of your R.V. unit or Cabin. (PAOC Members)
- (4) When a **TENTATIVE** agreement to purchase of an R.V. unit or cabin is made between the vendor and the purchaser, the Lease Application form available on the web site, is to be filled out by the purchaser and submitted to the Board of Nanoose Bay Pentecostal Camp.
- (5) Upon approval of the application, the pending agreement to purchase can be completed.

***NOTE: The term of a RV or Cabin site Lease at Nanoose Bay Pentecostal Camp is from January to December each year. Should you apply for a RV site, your lease begins from the time of approval by the Board of Nanoose Bay Pentecostal Camp until December 31<sup>st</sup> of that same year.***

The Lease Coordinator will require the following information:

- (a) Proposed date of possession for new Leasees. Will the new owners be removing the unit or are the new owners assuming the prior owners remaining portion of the Lease?
- (b) Who is responsible to settle current Hydro costs?
- (c) Have all outstanding invoices been paid in full? These must be paid before an application for change will be considered.

New owners need to be aware that any changes (ie. additions or deletions) to cabins, R.V. units and surrounding areas **MUST** have a completed and signed **construction permit application submitted to the Lease Coordinator and prior written consent of the N.B.P.C. Board of Directors before proceeding. A copy of the NBPC Construction Policy can be found on the camp website at [www.nanoosebaycamp.ca](http://www.nanoosebaycamp.ca)**

All submissions and enquiries to INTERIM LEASE COORDINATOR:

Linda Grist – Lease Coordinator

Email: [thegrists@shaw.ca](mailto:thegrists@shaw.ca)

11.02.19