

## HARBOUR VILLAGE

### SALE OF CONDO LOT POLICY

As an owner at Harbour Village, you are a member of the Harbour Village Resort Condominium Association, and according to the Association By-Laws, **Harbour Village has the right of first refusal** (Article VIII, 2. Right of First Refusal) when a sale occurs.

The following steps must be taken to ensure that the sale is done legally and to ensure that Harbour Village files are kept up to date:

#### **SELLER:**

1. Contact the General Manager (GM) in the Park Office 30 days in advance of posting the lot for sale.
2. Notify the GM if you want the sale posted on Facebook and the Harbour Village website.
3. The condo lot must be surveyed **prior** to the sale.
4. Harbour Village is **NOT** responsible for hiring or paying for the surveyor.
5. The Seller and Buyer must decide who is responsible for hiring and paying for the survey.
6. The Seller is responsible for notifying the GM when the survey is scheduled, and the seller is responsible for communicating with the surveyor throughout the process.
7. The GM will complete a **Lot Line Survey and Pre-Sale Analysis Form** in the presence of the surveyor and will share this completed form with the seller.
8. All lot-line infringements must be corrected prior to the sale and at the expense of the owner.
9. Harbour Village dues must be up to date.
10. The GM will notify the seller and provide the **Harbour Village Transfer Form** for the Seller and Buyer to complete. The Transfer Form must be completed and returned to the GM immediately. A copy will be provided for the Seller and Buyer.
11. The Seller is responsible for paying a \$50 transfer fee.

12. Harbour Village's Right of First Refusal will not be waived for the Title Company or Attorney until the GM is satisfied that all these steps have been completed.

**BUYER:**

1. Harbour Village Resort will not approve a sale until all the steps by the seller have been taken.
2. Buyer must complete their portion of the Harbour Village Transfer Form. The original Transfer Form must be returned to GM immediately.
3. After the above steps are completed, the Buyer may request a copy of the Harbour Village ***By-Laws*** and ***Declaration of Incorporation*** and request access to the owner's page on the Harbour Village website. The Buyer may also request to be added to the Harbour Village email list.
4. It is the Buyer's responsibility to communicate with the Seller to receive details of the sale and closing.
5. The Buyer is responsible for the \$75 start-up fee payable to Harbour Village Resort upon closing.
6. The Buyer is responsible for reading and understanding the Harbour Village By-Laws, Declaration of Incorporation, campground rules, and campground policies.
7. Buyer is not allowed to build or alter site in any way prior to closing.
8. Obtain two copies of the new deed. Retain one for your records and send one to Harbour Village.
9. Harbour Village **DOES NOT** recognize "Pre-Occupancy" for buyers.  
(Pre-Occupancy – is an agreement to rent the home you are going to buy before you actually close on the purchase. You pay an extra amount of money per day to the seller for the right to live in your new home before you legally own it.)

Revised: December 5, 2020