

How to Transfer/Reassign a Discovery Bay Resort Site Lease

1. RV Member/Leaseholder contacts the DBR Office to advise that a Lease Transfer is pending. The Office advises the Member to complete a “Notice of Intent to Assign or Convey” form. (Form may be downloaded from the website or acquired from the Office.)
2. The RV Member sends an RV Member Application Form to the prospective Leaseholder(s).
3. The RV Member emails/mails/or gives completed Notice of Intent to Assign or Convey form and the RV Membership Application form to the Office.
4. The Office submits pertinent information via e-mail to the Board of Directors requesting a Board vote on approval of the new RV Member(s) and acceptance of the Notice of Intent to Assign or Convey (The Board members have 5 days to respond.) Upon signature on the RV Membership form by the Board of Directors that they approve the prospective Leaseholder for membership in DBWC, processing of the transfer can move forward.
5. When the Notice of Intent to Assign or Convey form is received by the Office, Park Management notifies LARC that there is a pending Lease Transfer and requests a Site survey. Sites must be in compliance with LARC Design Standards before the Transfer is completed. Any park models/trailers or sheds assessed for taxes by Jefferson County must have the title transferred and taxes paid before we can transfer the lease on the site. It is suggested that the park model be registered in Jefferson County, as there is a tax advantage for the Leaseholder(s).
6. The current Leaseholder(s) of the Site(s) MUST be current on Rent, Electric Fees and Assessments. This process cannot go any further until all fees are paid and this is confirmed by the Office Management.
7. Current Leaseholder(s) must submit a check made payable to DBWC for \$75.00 per site for document preparation fees. Prospective Leaseholder(s) must submit a check made payable to DBWC for \$290.00 per site for document preparation fees and first month of rent and assessment fees.

8. The Financial Release form must be signed by all Leaseholders before a Notary (\$10 fee if notarized at the DBR office). The new Lease Agreement cannot be completed until this step is complete.
9. The DBWC Lease Agreement form will be mailed/given to the prospective Leaseholder(s). All who are going to be on the Lease must sign it before a Notary (\$10 fee if notarized at the DBR Office) and return it to the Office.
10. All documents will be given to the new Leaseholder(s) including the CC&R's, By-Laws, and a Phone Directory. New Members must sign the Indemnity Waiver form, an Address of Record form, an Emergency Contact form and an Emergency Access form. The new RV Member(s) will also receive a packet containing all current Rules and LARC Standards at this time and will sign a document attesting to the receipt of same.

You're done!! CONGRATULATIONS!!

Note: The entire process generally takes 2 to 4 weeks, depending on the promptness of all parties in completing and returning forms, and whether LARC compliance issues are involved.