

How to Sublease your Site

The following are the steps required for any “renter” (now known as a sublessor) who will be on your site for more than 30 days. *(Note that a person staying on your site for less than 30 days in any one-year period is your guest. They are not eligible for Social Membership in the Club. Guests must only complete the Guest/Social Member registration form and the Acknowledgement of Risk, Release and Indemnity Agreement.)*

1. When you are ready to sublease your site, you should obtain the following documents from the office or from the DBWC website:
 - a. The Site Assignment and Sublease form which must be used for all rentals of more than 30 days duration.
 - b. A copy of your lease (the first 5 pages only – no addendums - to be attached to the Sublease and given to the Sublessor)
 - c. The Social Membership Application form (\$25 fee)
 - d. Guest/Social Member registration form (\$10 fee)
 - e. Acknowledgement of Risk, Release and Indemnity Agreement (aka Waiver form)
2. These documents must be filled out completely and returned to the DBR Office **at least 2 DBR BUSINESS days (Mon -Thurs)** prior to the arrival of your sublessor. (If your sublessor is arriving on a Sunday, the packet must be received in the office no later than the Wednesday prior.) The Office and Board of Directors need time to approve your request before the Sublease becomes effective.
3. The office will forward the Social Membership Application Form to the Board of Directors for their approval. A member of the board may contact you for more information prior to approving the application. No Sublease can be completed before such approval is obtained.
4. The Site Assignment and Sublease form must be signed by the RV Members who hold the lease to the site, the Social Member who will be subleasing the site, and an approving member of the Board of Directors.
5. On the date that your Sublessor is to arrive, plan to be available to greet them and assist them with getting settled into the park (where to find things, how to hook up to our septic and utilities, where to deposit trash and recycling, when the office is open and what services are offered there, etc.). If you cannot be personally available, you must identify a friend or neighbor who is willing to be there to help. It is not management’s (nor your neighbor’s) responsibility to assist with the needs of your sublessor.

6. Ensure that your sublessor has received all documents in the Renter's Packet (including the DBR Resort Rules) and knows that they must check in with the office. It is your responsibility to ensure that they have read and agree to abide by the rules of the Resort and that their failure to do so could result in their removal from the park.
7. On the day that your sublessor arrives – it is your responsibility to ensure that their RV meets DBR standards and is properly placed on the site. See LARC Standards and DBR Rules for guidelines for placement and qualifications for RV's.

If you have a site that you would like to sublease, you may contact the Office to have your contact information added to a list of prospective "landlords" that will be given to women inquiring about a place to rent. If you are looking for someone to rent your site, there is also a list of prospective renters available for your reference.

Once your Sublessor has completed all documents and agreed to abide by the rules as set out in your lease agreement and in our governing documents, they are full members of DBWC with all the rights and responsibilities that go with membership. The only exception is that you maintain voting rights associated with the site(s) and Social Members cannot be members of the LARC, Strategic Planning or Finance Committees.