

How to Transfer/Reassign a Discovery Bay Resort Site Lease

1. The RV Member/Leaseholder contacts the DBR Office to advise that a Lease Transfer is pending. The member will be asked to complete the “Notice of Intent to Assign or Convey” form. (This form may be downloaded from the DBWC website or obtained in the Office.)
2. The RV Member will provide an “RV Membership Application” to the prospective Leaseholder(s) of the Site. (This form is available on the DBWC website and in the office.)
3. The RV Member will email/mail/deliver the completed “Notice of Intent to Assign or Convey” and the prospective Member’s RV Membership Application to the Office.
4. Office staff will submit pertinent information via email to the Board of Directors, requesting the Board vote on approval of the new RV Member(s) and the “Notice of Intent to Assign or Convey”. (Board Members have five days to respond.) Once the Board has signed the RV Membership Application, the process of transferring the Lease may proceed.
5. When the “Notice of Intent to Assign or Convey” is received by Office staff, Park Management will notify LARC that there is a pending Lease transfer and request a Site survey. Sites must be in compliance with LARC Design Standards before the transfer is completed.
6. Park models, trailers or sheds assessed for taxes by Jefferson County must have the title transferred and taxes must be paid before the Site Lease may be transferred. We suggest that park models be registered in Jefferson County as there is a tax advantage for the Leaseholder(s).
7. The current Leaseholder(s) of the Site must have all rent, electric fees and assessments paid in full prior to completing the Lease transfer process.
8. Current Leaseholders will submit a check made payable to DBWC for \$75 per Site for document preparation fees. Prospective Leaseholders will submit a check to DBWC for \$250 per Site made payable to DBWC for document preparation fees and an additional check to cover first month rent and assessment fees.

9. Buyer and Seller “Financial Release” forms must be signed before a Notary. (A DBWC staff member may be available to notarize forms for \$10).
10. The DBWC Lease Agreement form will be prepared by Office staff and mailed/given to the prospective Leaseholder(s). Each person who is going to be on the Lease must sign it before a Notary and it must be returned to the Office.
11. Copies of all documents will be given to the new Leaseholder(s) including CC&R’s, By-Laws, and a DBWC Member Directory. Additionally, they will be given a packet containing all current Rules and LARC Standards and be asked to sign a receipt for those items. New Members must also sign the Indemnity Waiver form, an Address of Record form, an Emergency Contact form and an Emergency Access form.

Note: This process generally takes two to four weeks, depending on the promptness of all parties in completing and returning forms. If LARC compliance issues are involved, the process may take longer.