

APPENDIX E

WASHINGTON LAND YACHT HARBOR, INC.
LESSEE'S/BUYER'S
PACKET

Name: _____ (Print) Applying for Lot # _____

The following eligibility requirements must be met to apply for a lease in the Washington Land Yacht Harbor:

- Be a member in good standing of WBCCI and the Washington Unit for a minimum of six months prior to application
- Own an Airstream RV for the same six months. If the RV is a trailer, an appropriate tow vehicle is also a requirement. The RV must be brought to the Lease Review.
- Attend and participate in at least two (2) rallies residing in their RV for one of those rallies
- Pass a Tenant Screening.

Included are the following:

- 1) Terms Used in Buyers Packet
- 2) Personal Property Purchase and Re-Assignment of Lease Procedures
- 3) Application for Lease
- 4) Lease Review Procedures
- 5) Applicant's Airstream Vehicle Checklist
- 6) Lease Review Committee Checklist
- 7) Public Awareness Bulletins
- 8) Tenant Screening & Denial Criteria
- 9) Tenant Screening Application

Requirements for residing in the Washington Land Yacht Harbor:

- 1) A desire to live in a community whose residents actively participate in Airstream rallies and/or caravans.
- 2) Pay annual WA Unit and WBCCI International membership dues
- 3) Pay the annual Housekeeping Fee. (Payable to WLYH at the Gatehouse)
The WLYH can keep the Housekeeping Fee to a minimum if you:
 - a. Volunteer your time and talents
 - b. Participate in community activities
 - c. Cooperate and support Harbor maintenance projects
- 4) Abide by the WLYH Rules & Regulations and Policies
- 5) Limit residence to a single family as determined by the capacity of the septic system, per Thurston County Code.

Contacts:

- 1) WLYH Administrator @ 360-459-0198 or wlyhinc@comcast.net
- 2) Lease Review Committee Chairperson _____

APPENDIX E (Continued)

TERMS USED IN THE LESSEE'S/BUYER'S PACKET

Washington Land Yacht Harbor, Inc. – Name of the for-profit subsidiary of the non-profit Washington Unit of the Wally Byam Caravan Club International that is organized to own and manage the real property referred to as WLYH. The Lessor on the 192 residential leases in the WLYH.

WBCCI - The Wally Byam Caravan Club, International, the Washington Unit "parent" organization.

WLYH Board of Directors – A board of nine members elected by the Washington Unit given the authority to administer and manage the business and operation of the Washington Land Yacht Harbor. (BOD or Board)

Harbor – The residential and common areas enclosed by the perimeter fence.

WLYH Rules and Regulations – The rules and regulations approved by the BOD that govern activities and conditions within the Harbor.

WLYH Policies – Policies approved by the BOD that outline the responsibilities of the Board.

Administrator – A full-time employee of the WLYH who oversees the basic administrative activities of the Harbor in coordination with the BOD and its committee chairpersons.

Lease – An agreement between the WLYH and qualified individuals to occupy a residential lot in the Harbor.

Lessee- AWA Unit member and Airstream RV owner who is signatory on a Lease in the WLYH residential area.

Lease Review Committee – A committee of at least five members whose chairperson is appointed by the BOD.

Lease Review- A meeting of the Lease Review Committee and applicants for a lease to verify applicant's eligibility and determine that qualifications for acquiring a lease have been met. Final approval for reassignment of a lease is at the discretion of the BOD.

Reassignment of a Lease- The preparation and completion of the Consent and Assignment of Lease form after reassignment fee has been paid and form has been recorded at the Thurston County Auditor's Office.

Reassignment of Lease Fee – An administrative/management fee determined by the BOD required of all lease reassignments.

Housekeeping Fee - An annual fee for each residential lot that includes the pro-rated share of payment for taxes, insurance and maintenance for common areas. Housekeeping fees are due annually on July 1 and incur late fees if not paid as scheduled by July 31.

Tenant Screening - A screening performed by a private tenant screening company at the applicant's expense.

APPENDIX E (Continued)

PERSONAL PROPERTY PURCHASE AND RE-ASSIGNMENT OF LEASE IN THE WASHINGTON LAND YACHT HARBOR

Refer to Washington Land Yacht Harbor Rules & Regulations, Section 5

NOTE: The sale of a manufactured home in the WLYH is a **personal property** sale. The sales procedure is similar to selling a vehicle. The Lessee and the seller must understand that the sale of residences and related buildings on a specified lot in the WLYH does **not** include ownership of the lot (land), only the lease rights for use of the land. The application of the prospective Lessee must pass through:

(1) the Lease Review Committee and (2) must be approved by the WLYH Board.

The Potential Lessee Must:

- 1) Contact the **WLYH Administrator** to obtain a Buyer's Packet and a copy of the Rules & Regulations and Policies. wlyhinc@comcast.net or 360-459-0198
- 2) After satisfying the eligibility requirements, completing the Buyer's Packet paperwork and reading and understanding the Rules & Regulations and Policies, contact the **Chairman of the Lease Review Committee** to schedule a Lease Review.

DISCLAIMER: Any financial arrangements or fund transfers between a seller and a potential Lessee are strictly at their own risk if made prior to approval of the Lease Application. Neither the Washington Land Yacht Harbor, Inc. nor its officers shall be liable for loss suffered by either party for any financial transactions.

WLYH Lease Reassignment Procedures:

If the WLYH Board of Directors approves the lease application, the applicant may schedule an appointment with the Administrator to be held no sooner than five (5) working days after Board approval. The lessee and seller must complete the following with the WLYH Administrator, President of the Board of Directors (or designee), and a Notary:

1. Prepare the Consent and Assignment of Lease form
2. Pay the Lease Transfer Fee (Payable to WLYH)
3. Proceed to the **Thurston County Courthouse at 2000 Lakeridge Dr. SW, Olympia, Bldg. 1.**
 - a. At the **Treasurer's Office**, the **Lessee** obtains Real Estate Excise Tax Affidavit (signed by Seller or his/her agent and County Treasurer).
 - b. At the **Auditor's Office** (across the hall from the Treasurer), record the new Lease Assignment. (Bar code will be attached.)
 - c. If applicable, go to the **Department of Licensing** (in the Auditor's Office), obtain a vehicle Title Application/Registration Certificate for the mobile/manufactured home.
4. Return the recorded Lease Assignment to the WLYH Administrator who will make copies for the new Lessee and the lot files.

The new Lessee may take possession of the property when the Consent and Assignment of Lease has been recorded at the Auditor's office and returned to the WLYH Administrator.

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APPLICATION FOR LEASE

Name (s) _____ Applying for Lot # _____
WBCCI Member # _____ Regular Affiliate (Circle one)
Present Address _____
Phone _____ Cell _____ E-Mail _____
Previous Address (if less than 5 years at above address) _____

Next of Kin: Name _____ Relationship _____
Address: _____ Phone: _____

Next of Kin: Name _____ Relationship _____
Address: _____ Phone: _____

Person(s) to be notified in the event of an emergency (Names(s) and Phone Numbers)

Health status of applicants: _____
Can you drive? _____ Any problems that might restrict your driving? _____
If yes, explain: _____

Employment history for past 10 years including last occupation:

Names of persons who will reside at this property: (Note: **Homes in the WLYH are intended for single family occupancy only. Legitimate visitors are welcome for short stays, see Rule 4.6)**

What is your motivation for wanting to be a resident of the Washington Land Yacht Harbor? _____

I have been a member of WBCCI and the WA Unit for at least the past 6 months. Yes _____ No _____.
I have attended at least two WBCCI authorized rallies in my qualifying Airstream RV. Yes _____ No _____
Rally: _____ Date(s): _____

Rally: _____ Date(s): _____

I have owned my Airstream RV for at least the past 6 months. Yes _____ No _____.
I have title and registration in my/our name for said Airstream RV and tow vehicle if applicable.
Yes _____ No _____

License # _____ State _____ License # _____ State _____

I (WE) VERIFY THAT I (WE) HAVE RECEIVED, READ, UNDERSTAND and WILL COMPLY WITH THE WLYH RULES, REGULATIONS AND POLICIES.

I certify that all the above statements are true:

Applicant Signature Applicant Signature Dated: _____

Lease Review Chairperson Signature: _____

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WASHINGTON LAND YACHT HARBOR, INC. **LEASE REVIEW PROCEDURES**

The Land Yacht Harbor Lease Review Committee is appointed annually to review the qualifications of applicants for a lease in the WLYH. The Committee is comprised of a Committee Chairperson appointed by the WLYH Board of Directors and at least 5 Harbor residents at large.

The Applicant will:

- 1) Make an appointment with the Lease Review Chairperson for a Lease Review Meeting.
- 2) Bring the following to the meeting:
 - a. Buyer's Packet received from the WLYH Administrator (forms completed and signed where applicable)
 - b. Your qualified Airstream RV (and tow vehicle for a trailer) to be checked prior to sit down lease review
 - c. Registration(s)/Title(s) for the Airstream RV (and tow vehicle for trailer) **in the applicant's name**
 - d. If there are two Lessees, both potential Lessees must attend the Lease Review

The Lease Review Committee will:

- 1) Verify the applicant(s) have owned the qualifying Airstream RV for the six (6) months prior to application (check date on vehicle registration)
- 2) Examine registration(s)/title(s) to establish ownership and ensure that they are valid
- 3) Discuss with the applicant(s) the information provided on the Application for Lease in the Washington Land Yacht Harbor
- 4) Determine applicant(s) motivations for wanting to live in the WLYH
- 5) Verify that the applicant has received, read and agrees to comply with the Washington Land Yacht Harbor Rules & Regulations and Policies
- 6) Emphasize that this is a volunteer community and that Lessees are expected to support maintenance projects OR provide funds to do so.

If approved and passed, the Lease Review Chairperson:

- (1) signs the Application for Lease with the Applicant(s)
- (2) signs the Lease Review Committee Members Checklist
- (3) forwards all paperwork to the Administrator
- (4) presents the application to the WLYH Board of Directors for consideration.

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Applicant's Airstream Vehicle Checklist

(Given to Applicant so that everything will be made ready before inspection)

Must be demonstrated to be safe and ready for camping use.

Trailer or Motorhome Safe and Roadworthy

Registered to Applicant/Examine actual vehicle registration
Running Lights
Turn Signals
Brake Lights
Brakes - Engaging
Trailer rated tires - legal tread, proper inflation, cracks, correct weight rated
Hitch - cracks
Runaway - disconnect actually turns on trailer brakes, cable proper length
Safety Chains & Hooks
Anti-Sway bars

Towing Vehicle Safe and Roadworthy

Registered to Applicant/Examine actual vehicle registration
Running Lights
Brake Lights
Turn Signals
Ball Height
Hitch Welds & Bolts
Towing Authority - Vehicle weight vs. Trailer weight

Check Trailer or Motorhome Camping Ready

Any Propane Leaks
Propane Stove Works
Refrigerator Works
Toilet - Flush
Sinks - Hot and Cold, Draining OK
Inside Lights
Usable Bed
Heater Works

I hereby certify that the foregoing vehicles' safety and roadworthiness are in good working condition pursuant to the above checklist:

_____ **Date:** _____
Applicant Signature **Applicant Signature**

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LEASE REVIEW COMMITTEE MEMBERS CHECKLIST

Applicant(s) Name: _____ **Date:** _____

- _____ Verification of WBCCI and Washington Unit membership and ownership of a qualifying Airstream RV for the six (6) consecutive months prior to application
- _____ Completed Application for Lease
- _____ Completed Tenant Screening form
- _____ Read the WLYH Rules & Regulations and Policies
- _____ Read the Public Awareness notifications
- _____ Registration(s)/Title(s) for (circle those that apply) Trailer Tow Vehicle
(Car/Truck) Van Motorhome

Rig verification: _____ Date: _____

PASS/FAIL

- Lease Review Committee Member #1 _____
- Lease Review Committee Member #2 _____
- Lease Review Committee Member #3 _____
- Lease Review Committee Member #4 _____
- Lease Review Committee Member #5 _____

Does the applicant pass the review? Yes_____No_____

Notes:

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PUBLIC NOISE & ODOR AWARENESS BULLETIN

In accordance with required conditions between the Thurston County Planning Office and the Washington Land Yacht Harbor, we agreed to inform all future lessees of the noise caused by nearby military bases. This agreement was required in order to obtain approval for the addition of eight new lots in December 1982.

Joint Base Lewis-McChord is approximately 4 - 10 miles away. The Joint Base does occasionally conduct military exercises that could entail the firing of large military weapons. The sound is somewhat muffled, but it may occur at any time of the day or night and has been known to rattle the windows.

Joint Base Lewis-McChord has airfields and on rare occasions, there will be fixed wing aircraft and helicopters passing over the Washington Land Yacht Harbor at any time of the day or night.

In the community spirit, we would like to present you with full disclosure; and, therefore, we agreed to inform all future lessees of the odor that is sometimes caused by the nearby Ostrom's Mushroom Farm.



THURSTON COUNTY SHERIFF'S OFFICE

WASHINGTON
SINCE 1852

JOHN D. SNAZA
Sheriff

2000 Lakeridge Drive SW • Olympia, Washington 98502-6045 • (360) 786-5500

Level II Residential Notification



The Thurston County Sheriff's Office is making a residential notification on 55 year-old Level II sex offender, David M. Williams Jr.

On March 2, 1993, Mr. Williams was convicted in Alameda County, California, of one count of Sexual Battery. Mr. Williams was sentenced to 150 days confinement with 100 days suspended and two years' probation. This conviction stems from Mr. Williams, at age 31, sexually assaulting an unknown 21 year-old female.

On December 29, 1993, Mr. Williams pled guilty in Alameda County, California, to one count of Annoy/Molest Children. Mr. Williams was sentenced to three years' probation. The conviction stems from Mr. Williams, at age 32, telling a juvenile female that he wanted to rape her.

On September 25, 2000, Mr. Williams was convicted in Alameda County, California, of one count of Sexual Battery. Mr. Williams was sentenced to 6 months in jail with credit for 61 days served. Due to the police report being purged, there is no further information on this conviction.

Mr. Williams has registered with the Thurston County Sheriff's Office and is residing in the 9100 block of Steilacoom Rd SE, Olympia. Mr. Williams is described as a white male, 5' 6", 190 lbs with brown hair and blue eyes.

If you have any questions or concerns in regard to Mr. Williams or any other registered sex offender residing in Thurston County, please log on to www.co.thurston.wa.us/sheriff/ and click on "Sex Offender Watch", or call the SOR Unit at (360)754-2894.

"People First; Public Safety Always"





**WA Land Yacht Harbor
RV Park & Event Center**

9101 Steilacoom RD SE, Olympia, WA 98513
Gatehouse: 360-491-3750, Office: 360-459-0198

Tenant Screening and Denial Criteria

WA Land Yacht Harbor (WLYH) uses Acranet Tenant Screening Incorporated located at 521 W. Maxwell Ave, Spokane, WA 99201, 1-800-304-1249 to perform screening on its behalf. Screening charges to tenants do not exceed the cost landlord pays for screening.

When reviewing a rental application or lease tenant screening report, WLYH will consider: extenuating circumstances (temporary loss of job, medical reasons, family emergencies and etcetera).

Prospective tenants are screened for:

1. Sex offenses
2. Other criminal history
3. Prior evictions or tenant history
4. Credit history
5. Income verification to rent ratio

Grounds for denial:

Sex offences - Any conviction is grounds for denial.

Other Criminal History - Any felony conviction in the prior 10 years shall be grounds for denial. Any history of criminal behavior that may negatively affect tenancy - drugs, theft, robbery, assault, active warrants, etcetera.

Prior Evictions - Any unlawful detainer action resulting in a writ of resolution in The Last 5 years is grounds for denial.

Tenant History - Positive or neutral history, if applicant has no tenant history but otherwise is satisfactory, may be approved with conditions (approved guarantor or increased deposit).

Credit History - Any negative credit history for example: credit scores with outstanding unpaid debt, foreclosures, and judgment not discharged in bankruptcy. Negative credit history but verifiable income - landlord may approve with conditions (approved guarantor or increased deposit). These are treated on a case-by-case basis based on the information obtained in the consumer report.

Income Verification - Income must be verified and must be at least 3 times the-monthly fees.

Failure to complete application - Applications that are not fully complete, not signed and dated or for which the screen fee was not paid, will not be submitted for screening.

Screening report will also be reviewed for:

1. False information and/or omission of material facts listed on rental application.
2. Lack of information provided on rental application return.

If applicant is denied tenancy, he/she has the right to obtain a free copy of the report generated and to dispute the accuracy of the information appearing in the consumer report with the consumer Reporting Agency address above

RENTAL SCREENING APPLICATION



521 W. Maxwell Ave. Spokane WA 99201
 Customer Service : 509 324-1249 ☐ 1 800 304-1249
 Fax: 509 324-1240 ☐ 1 800 845-7435

TenantScreening@ACRANet.com
www.ACRANET.com

TYPE OF REPORT

- FULL CONSUMER
- QUICK CHECK
- CO-SIGNER (Credit Only)
- COMPREHENSIVE
- OTHER _____

MEMBER ACCOUNT # _____

DATE OF APP: _____

RENT \$ _____

ADDRESS: _____

****INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING****

PROPERTY INFORMATION					
MGMT COMPANY WA Land Yacht Harbor	COMPLEX NAME/ADDRESS 9101 Steilacoom RD SE, Olympia, WA 98513	REQUESTING AGENT KF	PHONE # 360-459-0198	FAX# N/A	
MOVE IN:	MOVE OUT:	DEPOSIT:	PEI DEPOSIT:	STUDENT ID#	
APPLICANT INFORMATION					
APPLICANT IS: <input type="checkbox"/> APPLYING ALONE <input type="checkbox"/> HAS CO-APPLICANTS		CO-APPLICANT'S NAME(S) (MUST COMPLETE SEPARATE APPLICATION, UNLESS MARRIED) 1. _____ 2. _____		RELATIONSHIP _____ _____	
APPLICANT LAST NAME		FIRST NAME		MIDDLE/SUFFIX	SOCIAL SECURITY #
DRIVERS LICENSE #	STATE	DATE OF BIRTH (MM/DD/YYYY)	EMAIL ADDRESS:		PHONE #
SPOUSE'S LAST NAME		FIRST NAME		MIDDLE/SUFFIX	SOCIAL SECURITY #
TOTAL GROSS MONTHLY INCOME \$ (include all sources)		SPOUSE'S DRIVERS LICENSE	SPOUSE'S DATE OF BIRTH (MM/DD/YYYY)		SPOUSE'S PHONE #
SPOUSE'S EMAIL ADDRESS:			OTHER NAMES USED FOR EITHER APPLICANTS:		
CURRENT RESIDENCE					
(1) PRESENT STREET ADDRESS		APT #	CITY		STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME		PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL		
PREVIOUS RESIDENCE					
(2) PREVIOUS STREET ADDRESS		APT #	CITY		STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME		PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL		
(3) PREVIOUS STREET ADDRESS		APT #	CITY		STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME		PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL		

EMERGENCY CONTACT INFORMATION			
NAME OF CONTACT	ADDRESS	RELATIONSHIP	PHONE
ADDITIONAL OCCUPANTS			
Do you have any dependents that will be living at the property? <input type="checkbox"/> YES <input type="checkbox"/> NO		LIST NAMES AND DATES OF BIRTH FOR ALL OCCUPANTS	
EMPLOYMENT HISTORY			
PRESENT EMPLOYER	CITY STATE	POSITION/TITLE	PHONE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
SPOUSE'S CURRENT EMPLOYER	CITY STATE	POSITION/TITLE	PHONE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
ADDITIONAL INCOME <small>Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such income is to be included in consideration for qualification.</small>			
AMOUNT OF ADDITIONAL INCOME \$	FREQUENCY	SOURCE	
MISCELLANEOUS INFORMATION			
Do you have any Service/Support Animals? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, (Please Explain):	LIST PET TYPES AND BREEDS	
CRIMINAL HISTORY			
Have you ever been convicted of any crime? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please use an additional page for multiple		What level was the offense? <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Violation	COURT LOCATION:
EVICTION HISTORY			
Have you ever been evicted? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	Have you ever filed for Bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you request a reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO
VEHICLE INFORMATION			
MAKE AND MODEL	COLOR	YEAR	LICENSE PLATE NUMBER & STATE

Applicant/Co-Applicant certify that the information provided herein is true and that any false information knowingly provided is subject to the penalty of perjury. Applicant/Co-Applicant hereby authorize the landlord and/or agents to verify the information and obtain credit reports, criminal background, unlawful detainer, prior eviction information, past tenancy report and employment verification through ACRA.net. Applicant/Co-Applicant understand that a NON- REFUNDABLE APPLICATION FEE of \$_____ single cosigner

\$_____single applicant \$_____married applicant will be paid to the landlord/agent at the time of application is submitted.

Applicant's Signature _____ Spouse's Signature _____
Date _____

The undersigned agent for the above-referenced landlord certifies that the information sought herein or in any consumer report prepared by ACRA.NET is for the purpose of evaluating the applicant's residency and no other purpose.



Agent's Signature _____
Date _____

It is the Policy of the owners and managers of this management company and/or landlord not to discriminate against anyone in any respect in the rental of this dwelling unit because of race, nationality, religion, sex, disability or family status / having children under the age of 18.

BILLING INFORMATION				
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	TOTAL AMOUNT \$	CARD NUMBER	EXP. DATE	SECURITY CODE
NAME ON CARD	BILLING ADDRESS	APT #	CITY	STATE ZIP
My signature below authorizes ACRA.NET, a background screening and reporting company, to charge the above credit card the background screening fee noted above. I agree to pay for this charge according to the terms of my card holder agreement.				
Signature _____			Date _____	