

APPENDIX F

Resident (Current Lessee) Application for SECOND Lease Process

A current Lessee of the Washington Land Yacht Harbor may not apply for a second lease within one year of their initial lease occupancy.

The procedures for assignment of a **SECOND** lease to a CURRENT RESIDENT in the WLYH are as follows:

1. The applicant(s) will obtain a Resident Application for Lease Packet from the WLYH Administrator or designee.
2. The applicant(s) will complete the applicant portion of the Resident Application for Lease form and return it to the WLYH Administrator.
3. The WLYH Administrator will complete the appropriate section of the Eligibility Form and have the HOMC Chairperson complete his/her section.
4. The HOMC Chairperson or designee will inspect the Applicant's current and new lot. Any unapproved structures or unpaid liens or fines must be settled before the application can be approved. If the HOMC Chairperson does not approve the lease request, both forms are given to the WLYH Board of Directors for final disposition.
5. Applicant(s) must meet with the Lease Review Committee for review of compliance with Rules & Policies, participation in WLYH sponsored work projects and determine the purpose of acquiring a second lease. If the lease application is passed by the Lease Review Committee and approved by the WLYH Board of Directors, required forms are given to the WLYH Administrator who will set up an appointment to complete the process (see #7 below).
6. The Seller must have the septic tank inspected, certified and/or pumped by a licensed commercial septic company no more than three years prior to a lease assignment. All discrepancies noted on the "Pumper's Report" must be corrected prior to consummation of the assignment of the lease (unless waived by Thurston County). Proof of pumping as well as proof of the correction of discrepancies must be given to the WLYH Administrator for filing with the lease records. **If the septic system is shared with an adjacent lot**, that lessee is not required to share the cost of this requirement.
7. The Lessee/Buyer and WLYH Administrator meet to complete the Consent and Assignment of Lease form, with a notary. At this time, the lease assignment fee must be paid to the WLYH Administrator. The check should be made payable to the WLYH. (The two parties may split this cost.)
8. The Lessee/Buyer and Seller go to the Thurston County Courthouse at Building 1, 2000 Lakeridge Dr. SW, Olympia.
 - The Seller brings applicable property tax records and registration for the manufactured home, if appropriate.
 - The Buyer brings the Consent and Assignment of Lease form.
 - At the Treasurer's Office, the Seller pays any remaining property taxes and/or excise tax.
 - At the Auditor's Office, the buyer applies to transfer the manufactured home registration into his/her name. There will be a fee to process this application. While in this office, the Consent and Assignment of Lease must be recorded and the bar code sticker affixed. There is a fee to have the lease recorded.
9. The Consent and Assignment of Lease form must be returned to the WLYH Administrator to make a copy for the lease file. A copy of the original Lease will be attached to the Lease Assignment for the new owner to keep.

APPENDIX F (Continued)

1) I (we) am/are applying to purchase a second lease on Lot # _____

2) My (our) current Leased Lot No. is _____

3) I (we) certify that I (we) have paid my (our) annual Housekeeping Fees on time: Yes _____ No _____
(If not, please explain)

(Comment) _____

4) I (we) have never received a disciplinary or violation letter: _____ True
(If not true, please explain)

(Comment) _____

5) I (we) will continue to keep my (our) current lot and my newly leased lot in a neat and tidy condition.
Yes _____

6) I (we) still own a qualifying Airstream RV.
Yes _____ No _____

7) Providing false information may result in lease termination.

I (we) certify the foregoing questions 1-7 are true.

Applicant Signature

Applicant Signature

Dated: _____

APPENDIX Fw (Continued)

LEASE REVIEW COMMITTEE MEMBERS PASS/FAIL AND DATE OF REVIEW

Applicant(s) Name: _____

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 _____

Signed by Lease Review Chair _____

Does the applicant pass the review? Yes _____ No _____

Notes:

