

APPENDIX F

Resident (Current Lessee) Application for SECOND Lease Procedures

A period of one year must lapse from date of occupancy of original lease before applying to obtain a second lease. Lessees may own no more than two leases in the WLYH. **If two leases are owned, only one dwelling may be occupied.** (Extract from WLYH Rule 5.2.5).

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 Resident Application for Lease form and bring the whole packet to the Lease Review.
3. The WLYH Administrator will check for unpaid liens or fines and verify that current Housekeeping Fees are paid.
4. The Residential Area Committee (RAC) Chairman or his designee will inspect the Applicant's current lot and the Seller's lots. Any violations of the WLYH Building Regulations will be noted on the Pre-Sale Lot Inspection Forms and reported to the Buyer, Seller and WLYH Board of Directors. Any violations must be settled before the application can be approved.
5. Applicants 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 second lease application is recommended by the Lease Review Committee and approved by the WLYH Board of Directors, the required forms are given to the Administrator who will set up an appointment to be held no sooner than five (5) working days after Board approval. This meeting will be with all parties involved to complete the process (See #7 below). **Approved applications expire 2 years from the date of Board approval.**
6. The Seller must have the septic tank servicing his/her lot certified and/or pumped within three years prior to transfer of the property. All discrepancies noted on the "Pumper's Report" must be corrected prior to consummation of the sale of the property, (unless waived by Thurston County). Proof of certification and/or 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 Buyer, Seller, WLYH Administrator, Notary and WLYH President meet to complete the Consent and Assignment of 99 Year Lease form. At this time, the lease transfer fee must be paid to the WLYH Administrator. (Make the check out to WLYH; The two parties may split this cost).
8. The Buyer and Seller go to the Thurston County Courthouse at 2000 Lakeridge Dr. SW, Olympia, Bldg. 1.
 - The Seller brings applicable property tax records and registration for the manufactured home, if appropriate.
 - The Buyer brings the Consent and Assignment of 99 Year 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 99 Year Lease must be recorded, and the bar code sticker affixed.** (There will be a fee to have the lease recorded).
9. The Consent and Assignment of 99 Year Lease form must be returned to the WLYH Administrator to make a copy for the lot file. A copy of the original 99 Year Lease will be attached to the Lease Assignment for the new owner to keep.

The new owner may not occupy the property until the Assignment of 99 Year Lease has been recorded at the Auditor's office and the form brought back to the WLYH Administrator.

APPENDIX F (Continued)
WASHINGTON LAND YACHT HARBOR, INC.

Resident Application for Lease

----- **Resident Applicant Information** -----

Resident Applicant Name(s): _____ WBCCI # _____
_____ Phone # _____

Current WLYH Lot Number: _____ Years at that residence _____

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

Relationship: _____

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

Relationship: _____

----- **Seller Information (If applicable)** -----

Lot Number Being Applied For: _____ Septic Tank Pumped: Yes: _____ No: _____

Does the Seller have any unpaid liens or fines? Yes: _____ No: _____

RAC has completed the Pre-Sale Inspection Form Yes: _____ No: _____

Comments: _____

Seller(s) Signatures: _____ WBCCI # _____

_____ Phone # _____

_____ Date: _____

APPENDIX F (Continued)

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

My (our) current Leased Lot No. is _____

1) 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) certify that I (we) have no unpaid liens or fines: _____ True

(If not true, please explain)

(Comment) _____

5) I (we) have never received a disciplinary or violation letter: _____ True

(If not true, please explain)

(Comment) _____

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

Yes _____

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

(Comment) _____

8) Providing false information may result in lease termination.

I (we) certify the foregoing questions 1-8 are true.

Applicant Signature

Applicant Signature

Dated: _____

APPENDIX F (Continued)
LEASE REVIEW COMMITTEE MEMBERS CHECKLIST

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

- _____ Verification of WBCCI and Washington Unit membership and ownership of a qualifying Airstream RV, one year expired since first lease signing.
- _____ Completed Application for Lease
- _____ Understand the WLYH Rules & Regulations and Policies
- _____ Read the Public Awareness notifications

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:
