

Washington Land Yacht Harbor  
9101 Steilacoom Rd SE  
Olympia, WA 98513

**WLYH SELLERS' PACKET**

Name \_\_\_\_\_

Lot # \_\_\_\_\_

**Included are the following:**

- (1). Procedure for Personal Property Sale and Assignment of Lease in the Washington Land Yacht Harbor (WLYH)
- (2). For Sale Listing of Personal Property

Please read and review the steps that you need to take to **sell** your **Personal Property** and to **rassign** the Washington Land Yacht Harbor Lease.

**Contacts:**

- (1). **Chairman of the Lease Review Committee**
- (2). **WLYH Administrator**

**Prospective Buyers:**

Know that any prospective buyer must have owned an Airstream RV for the three consecutive months prior to applying for a lease and be a member in good standing of WBCCI and the WA Unit. More information is in the Buyer's Packet.

**Septic System Requirement:**

The Seller is required to have the septic tank inspected, certified and/or pumped by a licensed commercial septic company no more than three years prior to sale of the property. The company will provide "Time of Transfer Certification" papers to be filed with the Thurston County Health Dept.

**Until your Property is sold:**

- (1) You must maintain a neat and tidy appearance of your lot and buildings
- (2) You must continue to pay the annual Housekeeping Fee due July 1

**Remote Gate Openers and Resident Handbooks:**

Return gate openers to Gatehouse to be re-programmed for new owners.  
Give Resident Handbook (white 3-ring binder), to new lessee

**PROCEDURE FOR PERSONAL PROPERTY SALE AND LEASE ASSIGNMENT  
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 considered to be a **PERSONAL PROPERTY** sale, and is similar to selling a vehicle. The buyer and seller must understand that this sale does **NOT** include ownership of the lot (land), but only the lease rights for use of the land. The application of a prospective buyer must be approved by the Lease Review Committee and the WLYH Board of Directors **PRIOR** to completion of sale.

**When the Current Lessee decides to offer Property For Sale:**

1. The seller must:
  - a. Obtain a Seller's Packet from the **WLYH Administrator**
  - b. Provide proof of septic tank pumping & inspections within three year prior to sale. All discrepancies noted on the "Pumper's Report" must be corrected prior to consummation of sale (*unless waived by Thurston County*). **A copy of the "Pumper's Report" must be given to the WLYH Administrator to be filed.** The Thurston County Health Dept. now requires a "Time of Transfer Certification" for septic systems. The pumper will provide the paperwork for the seller to take to the Health Dept. where a fee must be paid.
2. If there is a potential buyer, he must contact the **WLYH Administrator** to obtain a Buyer's Packet and a copy of the Rules and Policies.

**DISCLAIMER: Any financial arrangements or fund transfers between a seller and a potential buyer are strictly at their own risk if made prior to approval of the lease application by the Lease Review Committee. Neither the Washington Land Yacht Harbor, Inc., nor its officers shall be liable for loss suffered by either party for any financial transactions made in connection with this sale or lease transfer.**

3. The WLYH Administrator will review records in the lot file. Any WLYH liens against the property or fines against the seller must be paid prior to completion of a sale.
4. The HOMC Chairperson or designee will check the property for violations of the Building Regulations. Any violations found will be reviewed by the Board before the lease can be transferred.

**Lease Assignment Procedures:**

If the Lease Review Committee and WLYH Board of Directors approve the buyer's lease application; the **buyer and seller** must complete the following with the **WLYH President and Administrator and a notary:**

1. Pay the Lease Transfer Fee (*Payable to: WLYH*)
2. Prepare the Consent and Assignment of Ninety-Nine Year Lease form with the WLYH Administrator (*Buyer, Seller, the WLYH President and Administrator all sign with a notary*).
3. Buyer and Seller proceed to the **Thurston County Courthouse at 2000 Lakeridge Dr. SW; Olympia – Bldg 1**
  - a. At the **Treasurer's Office**, the **Seller** takes a Quit Claim Deed, Title of ownership or other evidence of ownership of the residence, and pays any Property Taxes due and Sales/Excise Tax on the sales price of the residence (*not the land*)
  - b. At the **Auditor's Office**, the **Buyer** applies for title to the manufactured home, (if applicable)
  - c. **Buyer** gets the Lease Assignment recorded, with bar code attached.

**The new owner may take possession of the property when the Assignment of 99 Year Lease has been recorded at the Auditor's office and the forms brought back to the WLYH Administrator.**

Lot # \_\_\_\_\_

This form is an attachment to the Buyer's and Seller's Packets. Its purpose is to record the findings of the HOMC inspection as each lease changes hands. Violations must be removed as grandfathered permission expires at the time of lease transfer. As an alternative to removal, a written request for a waiver may be submitted to the

WLYH Board of Directors.

Date of Inspection: \_\_\_\_\_

Inspectors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Findings:

Unapproved Structures \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Illegal Structures: e.g. Structures built on easements, fences to tall,  
fences made of unapproved materials, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Caution to Purchaser**

If a claim for a loss or damage due to fire, flood, or other cause in the home or garage is required, insurance companies may want to see permits for all construction work, including structural, electrical, gas and plumbing, before settling claims. It may be advisable to obtain these permits from the seller in order to prevent an insurance company from evading payments of claim on the grounds of illegal or improper construction.

**Carbon Monoxide Detectors Required beginning Jan 1, 2013**

Beginning January 1, 2013 WA State law (RCW 19.27.530 , Section (2) (b) requires carbon monoxide (CO) detectors to be installed in all apartments, condos, hotels, motels and single-family residences. Single-family residences legally occupied before July 6, 2003 are exempt. However, if not already present, the seller must install detectors in accordance with the requirements of the state building code before transferring the lease to new buyers.

# PROPERTY LISTING

Lot # \_\_\_\_\_ Price: \$ \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Home Type: (STK, MFG, MH): \_\_\_\_\_ Make \_\_\_\_\_ Year: \_\_\_\_\_ Size: \_\_\_\_\_

Bedrooms: (#) _____			Air Conditioning:	Yes: _____ No: _____
Bathrooms: (#) _____	Tubs: (#) _____	Showers: (#) _____	Heat Pump:	Yes: _____ No: _____
Living Room: _____			Porch: _____	Size: _____
Family Room: _____			Covered:	Yes: _____ No: _____
Dining Room _____			Deck: _____	Size: _____
Kitchen: _____			Covered:	Yes: _____ No: _____
Utility: _____	Washer: _____	Dryer: _____	Patio: _____	Size: _____
Appliances: _____	Refrig: _____	Freezer: _____	Covered:	Yes: _____ No: _____
Microwave: _____	Stove _____	Dishwasher: _____	Garage: _____	Size: _____
Heating: _____	Electric: _____	Propane: _____	Attached:	Yes: _____ No: _____
Fireplace: _____			Carport: _____	Size: _____
Wood: _____	Gas: _____	Pellet: _____	RV Accessible:	Yes: _____ No: _____
Free Standing Stove: _____			Workshop: _____	Yes: _____ No: _____
Wood: _____	Gas: _____	Pellet: _____	Landscaped Yard:	Yes: _____ No: _____
Driveway: _____			Fenced Yard: _____	Yes: _____ No: _____
Blacktop: _____	Concrete: _____	Gravel: _____		

Septic: How Many Gallons? \_\_\_\_\_ Shared?: Yes \_\_\_\_\_ No \_\_\_\_\_ W/ Which Lot #? \_\_\_\_\_

Can you provide drawings with property lines, setbacks, and septic location? \_\_\_\_\_

Comments: \_\_\_\_\_

By signing this form I/We confirm that I/We are either the owner, acting for the owner, or as the legal representative for the Estate to sell the property listed above. Please state which is accurate. \_\_\_\_\_ I/We have, or will provide necessary keys for the property to the Washington Land Yacht Harbor and hereby request that the current Land Yacht Harbor Sales Coordinator or his/her designee act in My/Our behalf to show the property in My/Our absence. I/We will accept the responsibility/liability for any and all damages or missing property. I/We also agree to keep the interior and exterior grounds in good condition. If I/We cannot do this ourself then I/We will find a responsible party or business at My/Our expense that will maintain the property in good liviable condition in holding with the Washington Land Yacht Harbor Rules and Regulations.

Signature/(s) \_\_\_\_\_ Date: \_\_\_\_\_

OWNERS/CONTACT/NAME (S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: ( ) - \_\_\_\_\_ CELL# ( ) - \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CONTACT: WLYH Administrator, Kim Freemire (360)459-0198 [wlyhinc@comcast.net](mailto:wlyhinc@comcast.net)