

## YOU'VE DECIDED TO SELL OR GIFT YOUR TRAILER....

### NOW WHAT?



1. Notify our office team of your decision.
2. Complete the online '[Candlelight Trailer Sales and Marketing Agreement](#)' Form (also found on our website at <http://candlelightonthebay.com/selling-your-trailer-at-cotb/>)
3. Read the "[Trailer Sale Guidelines](#)" carefully so you understand your responsibilities when selling or gifting your trailer.
4. Arrange for a propane leak test to be completed. This can be arranged by our office.
5. If you do not want to use our Feature Sheet to promote your unit, prepare an 8.5 x 11 poster describing your trailer to potential buyers.
6. Once the Trailer Sales and Marketing Agreement has been received, the Feature Sheet/your poster, will be posted outside the office at the Campground as well as digitally on the agreed upon sites.
7. Let us know if you will allow any inquiries to walk through your trailer unaccompanied. If so, provide us with a copy of your key and any specific instructions.
8. If you receive inquiries at home, let us know if someone is coming to look at your trailer. It is a good idea to let potential buyers know that they should arrange to meet with us when they visit if they are considering being seasonal campers in our park.

## SOMEONE WANTS TO BUY YOUR TRAILER.....

### **BEFORE YOU SELL:**

9. potential buyers **MUST** meet with us and be approved.
10. propane leak test must be completed, and trailer must pass inspection.
11. marketing fee and all outstanding site fees including final hydro meter reading, must be paid in full.
12. Once you finalize a sale, and all fees are settled, you will need to transfer the ownership with the new buyers at a Ministry of Transportation Ontario office.
13. Before leaving the park, please stop by the office to say good-bye. We will miss you!