



## TRAILER SALES & TRANSFER GUIDELINES

**Please read the following guidelines, which outline how to proceed if you are interested in selling your trailer, transferring ownership or changing the principle name on your seasonal contract.**

All trailers **sold or gifted** on Candlelight on the Bay RV Resort property are subject to the terms under “Trailer Sales & Transfer Guidelines” and the [“Candlelight Trailer Sales and Marketing Agreement”](#).

- “For Sale” signs may not be posted in trailer windows or on the campsite; however, we provide a notice board outside the office for posters. As part of the Marketing Agreement our staff will produce a Features Sheet outlining the details of your unit and any inclusions/exclusions of the sale as well as the sellers name and contact information. Alternatively, you may create a poster for your listing on an 8.5” x 11” sheet to use instead of the Feature Sheet. This poster may include a photo of your trailer, size, price, items included in sale, etc. and **MUST** include your contact information for potential buyers. Photos may be posted on the trailer displaying the inside floor plan. Park models should not be misrepresented as homes, condominiums or any such description. We will post the Feature Sheet once the [‘Candlelight Trailer Sale and Marketing Agreement’](#) form has been completed and submitted to the office. We will also list your trailer for sale on our website, Facebook page, Kijiji and Camping in Ontario website (depending on which options you chose on the Marketing Agreement Form).
- We would be happy to hold a set of keys for potential buyers in our office, but viewings must be pre-arranged through you. If you wish “drop-in” viewers, and have not previously arranged a time, please notify our office staff that you allow individuals to view your trailer, unaccompanied by our park employees, before we will pass a key to “off-road” viewers.
- All trailer sale negotiations are to be handled by the current owner of the trailer and dealings between potential buyers and owners are to be handled privately. **NOTE: Before a trailer sale is finalized it is required that Candlelight on the Bay RV Resort management meets the potential buyer.**
- The seller must provide validity of ownership with an original ownership certificate including VIN # before listing trailer for sale.
- An **up-to-date propane leak test must be completed at time of listing and prior to sale of the trailer** to ensure the trailer’s propane system is safe and in good working order. Candlelight on the Bay RV Resort can arrange for this inspection and any necessary repairs.
- Trailers for sale should be in a clean and marketable condition. Any trailer **10 years or younger** can be sold on site without conditions. Any trailer **10 – 15 years old** can be sold on site with the condition that the trailer is replaced by the new buyer within 5 years of closing. Any trailer **older than 15 years** must be sold off site.
- Owners of a trailer that is sold, will be charged a 5% Marketing Agreement fee based on the sale price of the unit, **payable by, Visa, MasterCard or cheque payable to Candlelight on the Bay RV Resort.**
- Prior to transfer of ownership and sale of the trailer, all outstanding site fees including hydro charges must be paid in full. **NO NEW SEASONAL CAMPERS WILL BE ALLOWED ACCESS TO THE PARK IF THESE FEES ARE NOT PAID IN FULL.**
- If the unit is removed from Candlelight on the Bay prior to selling or the seller decides to remove the listing a marketing fee of \$500.00 is still applicable.
- Candlelight on the Bay RV Resort has the right to refuse any potential camper when purchasing an RV situated on a site. Keep in mind the purchaser is buying the RV and not the campsite. **NO sale may be completed without management meeting with potential buyer if they plan to remain in the park.** All new seasonal campers must be interviewed by management and sign a new seasonal contract and make before sale may take place.
- If your trailer is remaining on the site and is being ‘gifted’ to a new owner such as a family member, whereby the ownership or name of the principle family is changed on the seasonal contract, a \$800 + tax transfer fee will be charged for this transaction. Family members must also be interviewed by management and sign a new seasonal contract before transfers may take place.

***If these guidelines are not followed the camper’s privilege of gifting or selling his/her trailer on the property of Candlelight on the Bay RV Resort will be revoked.***