

**FILE CHECK LIST FOR SALE OF COTTAGE**

- |   | <u><b>Date / Initials</b></u> |
|---|-------------------------------|
| • Boundary agreement (if applicable)        | _____                         |
| • Intent to sell                            | _____                         |
| • Written notice to contiguous leaseholders | _____                         |
| • Electrical safety inspection              | _____                         |
| • Survey                                    | _____                         |
| • Cottage sale fee of 4%                    | _____                         |
| • Transfer fee of \$50                      | _____                         |
| • Property transfer affidavit               | _____                         |
| • Assignment of leasehold interest          | _____                         |
| • Board of Trustees approval                | _____                         |

