



SELLING YOUR PFCC MEMBERSHIP

All memberships must go through the Compliance Committee BEFORE being they can be sold.
Please allow up to two weeks for this process.

1. Please read everything contained in these documents. Complete all areas, noting N/A for anything that is not applicable to you. Drop the completed documents in the mail slot at the office or mail them to Pleasant Forest Camping Club, 4922 Puget Rd NE, Olympia, WA 98516.
2. Once your membership has been approved to sell and you're ready to proceed, please follow the following guidelines:
 - a. If you have followed the instructions for Staging To Sell Your Membership (see attached document), the Office Manager will add your membership to the PFCC website as well as the sales list. The sales list is posted on the Mailroom bulletin board and is also available at the front gate for anyone who is interested in joining the Club. (Please do not place individual notices to sell you membership on the bulletin board) and you will be given the option to post a Membership For Sale sign on you lot.
 - b. If you advertise your membership on your own, remember you are **not selling a lot, campsite or deeded land**. You are selling a right to use membership which has a specific campsite assigned to it.
 - i. If you cannot meet a possible buyer at the Club and you have followed the instructions for Staging To Sell Your Membership (see attached document), contact the Tour Guide for help with scheduling an appointment. They will be happy to show your membership site and give a tour of the grounds. The Tour Guide will not try to get anyone who tours to buy your membership or any other membership, they will simply explain the Club and it's operations.
 - ii. Remember, you may not loan your keycards out to anyone to look at your membership site.
3. If you have someone interested in purchasing your membership, contact the office to schedule an appointment. They will be able to help you and the prospective member to make sure things are taken care of properly. You must turn in your Membership Certificate and keycards to the office. **DO NOT GIVE THEM TO THE BUYER.** In most cases they will be transferred at the time papers are signed. All dues must be current and there is a fee to transfer a membership.
4. Remember PLEASANT FOREST CAMPING CLUB is a private club and no membership transfer is complete until the President and Secretary of the Club signs a membership certificate. All potential members must go through the application and interview process. The Board of Directors reserves the right to refuse membership to anyone.

The Club is sorry to be losing you as a member, but we will be happy to assist you in making this transition. If you have any questions regarding the selling of your membership, please contact the office at pfclub@gmail.com or call (360) 491-2467.



Pricing & Listing Information for Membership Sales

All memberships must go through the Compliance Committee BEFORE being they can be sold.
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Date _____ Membership Site # _____ Site Location _____

Name of Seller _____ Best way to reach you _____

Phone number _____ Are you able to accept text messages? _____ (Y or N)

Email Address _____

Name of Seller _____ Best way to reach you _____

Phone number _____ Are you able to accept text messages? _____ (Y or N)

Email Address _____

*RV Included _____ (Y or N) Shed(s) Included _____ (Y or N) If yes, number and sizes? _____

Deck Included _____ (Y or N) What size? _____ Wood Crib _____ (Y or N) Firepit Included _____ (Y or N)

RV Cover Included _____ (Y or N) If yes, size and description? _____

Other structures? _____ (Y or N) If yes, please describe _____

Keys will be needed for _____

(Note: These should be given to the office, for the Tour Guide if you wish to use this courtesy service.)

If power and water are available, please list details and locations _____

Internet connected at the site _____ (Y or N) Cable/Satellite/TV Antenna _____ (Y or N) If yes to either, please describe

Holding Tank on site? _____ (Y or N) If yes, please describe _____

(Note: Holding tanks must be pumped and in compliance with the county as well as our bylaws/rules and regulations.)

Selling Price \$ _____ Note any exceptions including whether or not an RV is included _____

*If yes, please be sure to include and complete the For Sale of Recreational Vehicle Form



Will you entertain offers? _____ (Y or N) Prepaid dues included? _____ (Y or N) Is this negotiable? _____ (Y or N)

Is there a leased propane tank on site? _____ (Y or N) Is this negotiable? _____ (Y or N)

Terms of Sale: Cash _____ Contract _____ If yes; Down Payment _____ and Interest Rate _____

NOTE: If you wish to write your own advertisement, please attach it on a separate sheet. If you have pictures that you would like us to use, please send them to the office, after you have completed and turned in the paperwork.

All memberships must go through the Compliance Committee BEFORE they can be sold. Please allow up to two weeks for this process. You will be notified by the office, regarding the status of your request. When your membership is approved for sale, if it is eligible to be listed on the PFCC website and sale listing, the listing will expire after 180 days and must be reevaluated at that time.

If you are eligible and choose to use the courtesy services of our Tour Guide, you agree to provide the Tour Guide with instructions on what to show and say to potential buyers when showing the camping lot and/or private property. The Tour Guide will confirm showing appointments with the potential buyer. They will meet at the entrance of the Club at the time specified, escort the potential buyer through the club and provide general information about the Club to the potential buyer. They will show your membership site and any private property associated with the membership for sale. At no time will the Tour Guide play middle man or negotiator between the potential buyer, the office, the seller, the New Member Committee or the Board of Directors. This is not a sales position but instead it is a courtesy service that is offered to our members.

Seller(s) Signatures(s) _____ Date _____

Seller(s) Signatures(s) _____ Date _____

Office Use:

1. All initially required information received from the Seller by the office on _____
and by _____
2. Membership Sale form and Lot Inspection Request given to the Compliance Committee for verification on _____
and by _____
3. Membership Sale form and Lot Inspection Request verified and returned from the Compliance Committee on _____
and were: Approved _____ or Denied _____
4. Seller notified on _____ by _____

Listing Date _____ Expires after 180 Days and must be reevaluated at this time _____

Reevaluation notes _____



Staging to Sell Your Membership

If you are reading this, you are or have already gone through the proper steps to make sure you are in compliance and approved to sell your membership. Although this step is not a requirement for selling your membership, it is a very important part of the selling process.

Although staging is not a requirement for selling your membership, it is a requirement for all sales being posted on our website, listed on our sales list and shown by our Tour Guide. It has been a normal practice to encourage members to follow the guidelines for Staging to Sell Your Membership but we found that staging only works when members are actively using their membership. **For memberships that are used occasionally and seasonally, it is required to have all personal belongings removed and cleaned up, ready for the new member, in order to be considered and eligible for these courtesy services.** Following these steps ensures that you have done your best to make your membership attractive and interesting to potential buyers, making your membership eligible to take advantage of PFCC's courtesy services. This allows your membership to be listed on the PFCC website and sales list. The sales list is posted at the front gate for anyone who is interested in joining the Club. Your membership will be shown by our Tour Guide to anyone who is interested and you will also be given the option of posting a Membership For Sale sign on you lot.

Selling your membership is a lot like selling a home. You need to make it look as good as possible for potential buyers. Here are a few tips for staging for a sale.

CLEAN UP THE TERRAIN

Clearing out brush might not be high on the chore list but taking the time to do this makes your lot more attractive.

CLEAN OUT THE OUTBUILDINGS AND DECKS

Outbuildings and sheds are great for storage, but potential buyers do not want to see a space full of clutter.

1. Clean out what you do not need – remove personal items.
2. If items cannot be removed, make sure the area is a clean and organized as possible. You want buyers to envision their belongings in this space.

COMPLETELY CLEAN YOUR RV

The most important is for this to clean! Buyers want something well cared for.

1. De-clutter. You do not want the space to feel cramped. Remove any unnecessary items, such as small tables (tv trays), excess knick-knacks.
2. Scrub down all areas – walls, cabinets, counters, etc.
3. Odors can really break a sale. If your carpets need cleaning, rent a carpet cleaner. Wash throw rugs, clean pet bedding, etc. If an odor persists, a good coat of paint can do wonders.

OUTSTANDING OUTDOORS

If you have an awning, make sure you take it out before potential buyers come over. It's also a good idea to stage a little outdoor area, chairs around the campfire pit, table and chairs for outdoor BBQ's, etc.

You are selling a lifestyle and want your place to stand out above the rest!

**We wish you luck on your future sale.
HAPPY SELLING!**



For Sale of Recreational Vehicle

The following is a description of the RV listed for sale by owner with PFCC and the agreement listed herein will apply: PFCC is hereby authorized to list and the Tour Guide to show the RV herein listed at the selling price and terms acceptable to the Seller. Seller has a copy of ownership title and or registration on file in the Office.

RV Model _____ RV Make _____ Length _____

Year _____ RV License _____ RV Expiration _____

VIN# _____ Located on Site # _____ Location _____

Tip Outs (1) _____ (2) _____ (3) _____ (Full) _____

Slide Outs (1) _____ (2) _____ (3) _____ (Full) _____

Stove: Full Size _____ Apt. _____ Small _____ Gas _____ Electric _____

Microwave: Built In _____ Free Standing _____ None _____

Washer _____ Dryer _____ Refrigerator _____ Size _____

Roof _____ Size _____ Add On Room _____ Size _____

Furniture: _____

CB Yes _____ No _____ Optional _____

CB Antenna Yes _____ No _____ Optional _____

TV Yes _____ No _____ Optional _____

TV Antenna Yes _____ No _____ Optional _____

Drapes Yes _____ No _____ Optional _____

Blinds Yes _____ No _____ Optional _____

Miscellaneous _____

Terms of Sale: Cash _____ Contract _____ If yes; Down Payment _____ and Interest Rate _____



NOTE: If you wish to write your own advertisement, please attach it on a separate sheet. If you have pictures that you would like us to use, please send them to the office, after you have completed and turned in the paperwork.

All memberships and RVs must go through the Compliance Committee BEFORE they can be sold. Please allow up to two weeks for this process. You will be notified by the office, regarding the status of your request. When your membership and RV is approved for sale, if it is eligible to be listed on the PFCC website and sale listing, the listing will expire after 180 days and must be reevaluated at that time.

If you are eligible and choose to use the courtesy services of our Tour Guide, you agree to provide the Tour Guide with instructions on what to show and say to potential buyers when showing the camping lot and/or private property. The Tour Guide will confirm showing appointments with the potential buyer. They will meet at the entrance of the Club at the time specified, escort the potential buyer through the club and provide general information about the Club to the potential buyer. They will show your membership site and any private property associated with the membership for sale. At no time will the Tour Guide play middle man or negotiator between the potential buyer, the office, the seller, the New Member Committee or the Board of Directors. This is not a sales position but instead it is a courtesy service that is offered to our members.

Seller(s) Signatures(s) _____ Date _____

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Pre-Sale Lot Inspection Request & Results Form

Compliance Committee Directions:

Conduct an inspection of the member's assigned lot recording the results of the inspection on this form. Draw a diagram of the assigned lot clearly indicating the location of the lot boundaries on the back of this form. Upon completion follow the procedures laid out in the Compliance Policies and Procedures Manual.

Date of Inspection _____ Name of Seller(s) _____

Membership Site # _____ Site Location _____

To be completed by the Compliance Committee

Utilities Inspection Comments:	Pass	Fail	
Electric Pedestal / Power Box Condition	_____	_____	
Electrical Outlets Operational	_____	_____	
Water Supply Shut-Off Operational	_____	_____	
Water Backflow valve(s) present	_____	_____	
Septic Connection OK	_____	_____	
Structures Inspection Comments:	None	Pass	Fail
Deck or Porch	_____	_____	_____
RV Roof / Cover	_____	_____	_____
RV	_____	_____	_____
Storage Shed (1)	_____	_____	_____
Storage Shed (2)	_____	_____	_____
Firewood Storage	_____	_____	_____
Other (explain)	_____	_____	_____
General Lot Inspection Comments:			
Inspected by:	Did the lot pass inspection? YES NO		



Sketch of The Camping Lot # _____ Showing Boundaries

Indicate the length of each boundary line in feet and clearly indicate where boundary corners are located

