

# Resort Cottage Resale Package



Parkbridge

*Last Edited May 20, 2025*

## Resort Resale Process

This handbook is set up as a guide to help you through the RV unit resale process in our resort communities. It contains within it many of the required resale documents as well as useful email templates and checklists to assist you during each step in the resale process.

### **RV Unit Age Restrictions**

It is important to note that all RV units (other than Park Models) that are age 20 years or older, or which are not in the opinion of the Resort Manager, of acceptable appearance or condition will not be allowed to be sold on site and will have to be removed from the resort property prior to it being listed for sale.

Park Models which are defined as RV units which are built to the Z241 standard, and which have a pitched shingled roof and vinyl siding older than 20 years may be permitted to be resold and remain in the resort provided that in the opinion of the Resort Manager, they are of acceptable appearance.

### **Property Standards Maintenance Inspection**

For an RV unit to be sold within a Parkbridge resort it must meet property standards therefore your first step in wanting to sell your RV unit inside the resort is to inform the Resort Manager and book a site inspection. An inspection form is included in this package for your convenience and review.

### **Agreement to Purchase**

We have also included an Agreement to Purchase (Bill of Sale) in this package that you are welcome to use for your transaction. A reminder that with most Park Models, the Agreement to Purchase serves as the ownership, so it is a good idea to have an official document for your sale transaction. Please ensure the Agreement to Purchase lists specifically all items that are included in the sale and those that are not (i.e. shed, patio set for 4, red canoe, etc.).

### **Sale Checklist**

We have also included a Sale Checklist to help you cover all the required steps in the sale of your RV unit.

### **Buyer Introductory Meeting**

The Resort Manager retains the first right of refusal of any sale within the Resort. As part of the approval process an introductory meeting between any potential buyer and the Resort Manager is required to review all aspects of the RV unit purchase, the Resort, and all required documentation. Steps for running this meeting are included.

### **Closing Meeting**

One of the most important parts of selling your RV unit is ensuring that you book a closing day meeting with your buyer and the Resort Manager. The closing day meeting is where you will close out your account and have your buyer open their new Parkbridge account. Unfortunately, we are unable to accommodate "walk in" closings so please make sure to book your closing meeting with the Resort Manager in advance in order to ensure availability of all parties involved.

On behalf of the entire Parkbridge team, we thank you for having chosen to spend your summers with us and wish you and your family all the best in the future. We are going to miss you!

If you have any further questions regarding the Parkbridge Resale program, please do not hesitate to contact your Resort Team directly.

Your Parkbridge Team

## Resort Cottage Resale Policy and Procedures

1. Inform the Resort Manager that you wish to sell your RV unit inside the resort and request a Resort Cottage Resale Package.
2. The resort office will schedule a *Property Standard Maintenance Inspection* of your site and RV unit to be completed. You may request to be present for the inspection, however it is not required. Any discrepancies/infractions from the inspection must be corrected before approval of any sale will be approved.
3. Site fees: Your account must be in good standing. Resort fees must be paid in full at the time of the listing; otherwise, approval for listing will not be granted.
4. Utility fees: A hydro and/or water meter reading will be done on the day of closing and any balances due will be payable on that day.
5. License Transfer Fee: There is a required License Transfer Fee of \$\_\_\_\_\_ plus applicable taxes payable by the guest for any Resale transaction in the Resort (as per the License of Occupation). This fee must be paid before the new incoming guest is permitted to take possession of the RV unit or occupy the site. This fee is payable to Parkbridge Lifestyle Communities Inc., by way of credit card, debit card or certified funds.
6. License of Occupation (LoO): A LoO must be filled out by the approved buyer(s) and submitted to the Resort office before or on the day of the scheduled closing date.
7. Signage Policy: Please do not post any outside-facing sale signage on your RV unit or anywhere in the Resort as it is not permitted. If the Resort has a bulletin board available, you are welcome to post a Resort Manager approved ad, based on availability. In the absence of signage, may we recommend that you advertise your RV unit for sale on Kijiji, Facebook Marketplace, RV trader as well as other local community sales sites for best exposure. The Parkbridge website is not available for the resale program.
8. Transfer of Ownership: For most park models, an agreement to purchase/bill of sale can serve as proof of ownership. Please check with your local Ministry of Transportation Office for what is required to transfer the ownership of such units. As for transfer of ownerships on travel and destination trailers, it is the sole responsibility of the buyer to visit the local Ministry of Transportation to have their newly purchased unit be transferred into their name and pay any required applicable fees.
9. Showings: You are solely responsible for showing and selling your RV unit once approved for resale. Resort staff are not permitted to show your RV unit at any time, hold any keys on your behalf or manage any potential buyers wanting to visit your unit. Customers wishing to visit your site for viewing must register at the resort office to receive access to the property. As the owner, you must meet your potential buyer at the resort office and escort them to your site once they have been registered.  
For off-season showings, an appointment must be booked with the Resort Manager to gain access to the resort to show your potential buyers your unit. Access will depend on the Resort conditions at the time of request.
10. Third-Party Sales Assistant: If you wish to list your unit with a third-party to sell your RV unit on your behalf, they must be introduced to the Resort Manager who will give them the hours of operations for them to properly schedule showings on your behalf. A Third-Party Sales Assistant is not required in the resale process.



## Property Standards Maintenance Inspection

A Property Standards Maintenance Inspection will be scheduled to inspect your unit and to make sure it is in compliance with the property standards for the resort. The form below will be used to assess compliance. If any discrepancies are found, it is the sole responsibility of the owner to repair/address/bring up to code any items listed on the inspection form before the sale can be completed.

**Property Name:** \_\_\_\_\_ **Site Number:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_ **Date Inspected:** \_\_\_\_\_

**Unit Type:** Park Model / Travel Trailer      **Deck Present:** YES / NO      **Shed Present:** YES / NO

**Unit Make/Model:** \_\_\_\_\_ **Add-a-room Present:** YES / NO      **Number of Sheds:** \_\_\_\_\_

**Year of Manufacture:** \_\_\_\_\_ **Awing/Hard Roof Present:** YES / NO

SITE APPEARANCE	YES	NO	COMMENTS	ACTION ITEMS/NOTES
Landscaping			Landscaping meets property guidelines	
Driveway			Driveway (if applicable) meets property guidelines	
Firepit			Firepit meets property and municipal rules. Must be in usable condition	
Litter			No litter/garbage present	
Site Number			Site number is present according to property and municipal rules	
Other Structures			No other structures present. (Trampolines, swings, trailers, boats,	
<b>SHED</b>				
Size (L____W____)			Single Shed. Size meets property and municipal guidelines	
Material (Metal/Plastic)			Shed material meets property guidelines	
Power			No illegal power connected to the shed	
Appliances			No additional appliances outside of Schedule A	
Hazardous Material			No hazardous material present	
Condition			Must be in usable and presentable condition	
<b>DECK</b>				
Size (L____W____H____)			Meets size requirements based on property and municipal guidelines	
Material (Wood/Plastic)			Material meets property and municipal guidelines	
Construction			Construction meets property and municipal guidelines	

SITE APPEARANCE	YES	NO	COMMENTS	ACTION ITEMS/NOTES
<b>DECK</b>				
Condition			Condition meets property guidelines, no safety risks	
Railings (Wood/ Vinyl/ Metal)			Railings meet property and municipal guidelines	
Stairs			Stairs meet property and municipal guidelines	
<b>ADD-A-ROOM</b>				
Size (L_____W_____)			Size of room meets property and municipal guidelines	
Material (Vinyl/Other)			Room material meets property and municipal guidelines	
Roof			Roof in good repair, no visible evidence of leaking	
<b>SKIRTING OF PARK MODELS</b>				
Skirting present			Skirting is present as required by property guidelines	
Material (Vinyl/Other)			Material meets property guidelines	
Condition			Skirting is in good condition, clean, no damage or missing sections	
<b>UNIT EXTERIOR</b>				
Appearance			Appearance is pleasant to all persons, clean and attractive in manner	
Age			Age meets resale requirements	
Condition			Unit is in good structural condition, no visible damage or water leaks	
Sewer			Appropriate connection, includes backflow preventer, no visible leaks	
Siding			Siding is clean and in good repair	

Additional comments:

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Resort Manager Signature

Customer Signature

We acknowledge the audit has been completed in accordance with property and municipal guidelines. Items listed as NO must be corrected before allowing to remain or sell within property.

# Agreement to Purchase

Between:

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*The "Seller"*

and

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*The "Buyer"*

Whereby the Vendor agrees to sell to the Purchaser, and the Purchaser agrees to buy from the Vendor, the Vendor's recreational vehicle more accurately described as:

Make: \_\_\_\_\_ Year: \_\_\_\_\_

Model: \_\_\_\_\_ VIN #: \_\_\_\_\_

Hereinafter referred to as the "unit", which is currently situated on site#: \_\_\_\_\_ within the seasonal Number campground section of the Resort: \_\_\_\_\_.

For the purpose of this transaction the unit shall include any additions, improvements, attachments, fixtures, appliances or other chattels that are located within or affixed to the unit at the time of this transaction but shall not include any site improvements made by the Vendor to the site which, under the terms of the Vendor's License of Occupation with the Resort, become the property of the Resort.

**Purchase Price (\$CAD):** \$ \_\_\_\_\_

**Less Deposit Received:** \$ \_\_\_\_\_

**Total Balance Due:** \$ \_\_\_\_\_

**Initials:** Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

**It is the Buyer's sole responsibility to arrange for an inspection of the unit if so desired. Unit to be purchased "as is".**

The Seller is responsible for the payment to the Resort of all seasonal site fees to the end of the camping season in which the unit is sold as well as the License Transfer fee.

Where applicable the Seller shall be responsible for the payment of all utilities to the resort until the date of closing.

# Agreement to Purchase

The Closing Date of this transaction shall be \_\_\_\_\_ 20\_\_\_\_ or such later date as the Seller and Buyer may agree to in writing.

Description of the Unit (Inclusions/Exclusions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Seller's Mailing Address**

Street Name \_\_\_\_\_  
City/Town \_\_\_\_\_ Province \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

## **Buyer's Mailing Address**

Street Name \_\_\_\_\_  
City/Town \_\_\_\_\_ Province \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email \_\_\_\_\_

## **Seller(s)**

\_\_\_\_\_  
Seller Signature  
\_\_\_\_\_  
Print Seller Name  
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Seller Signature  
\_\_\_\_\_  
Print Seller Name  
\_\_\_\_\_  
Date Signed

## **Buyer(s)**

\_\_\_\_\_  
Buyer Signature  
\_\_\_\_\_  
Print Buyer Name  
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Buyer Signature  
\_\_\_\_\_  
Print Buyer Name  
\_\_\_\_\_  
Date Signed

## My Personal Sale Checklist

Please use this checklist to ensure all is in order for the sale of your unit.

ACTIVITY	YES	NO	NOTES / COMMENTS / REMINDERS
<b>Site inspection:</b> My site inspection is complete, and my unit and site are up to resort standards, approved for resale			
<b>Advertising:</b> I have posted ads on various sites such as Kijiji, Facebook Marketplace, RV trader, and any other local selling sites, sale signs have not been posted at my site			
<b>Showings:</b> I have cleaned and decluttered my unit and site to ensure I give a great first impression to any potential buyers			
<b>Deposit:</b> I have received a deposit for the agreed upon sale of my unit. I have advised the buyers that a certified cheque /bank draft or cash is required on the day of closing			
<b>Bill of sale:</b> I have a bill of sale/agreement to purchase ready to go in order for the buyers to be able to present at the Ministry of transportation for transfer of ownership			
<b>Ownership:</b> I have signed the back of my green ownership to give to the buyers so they can transfer my unit into their names (where applicable)			
<b>Buyer Introductory Meeting:</b> I have arranged an introductory meeting between my buyer and the Resort Manager where my buyer will receive the License of Occupation once approved for occupancy			
<b>Closing Day Meeting:</b> I have booked a closing day meeting with the Resort Manager/Administrator & my buyers to finalize the sale, and to hand over the keys  <b>Note: It is extremely important to book a time that all parties involved can meet at the resort office to complete the sale. Be sure to book a specific date and time that works for everyone for your closing</b>			
<b>License Transfer Fee:</b> I am ready to pay the fee by credit card/debit or have the funds in a certified cheque/bank draft payable to Parkbridge Lifestyle Communities Inc. ready for my closing meeting  <b>Note: If this fee is not paid prior to or upon closing the closing meeting will be postponed until the fee is paid</b>			
<b>Utility Meter Read:</b> Final utility reading(s) for my site have been taken on the day of closing and charged or credited my account according to my balance (less my deposit)			
<b>Personal property:</b> I have removed all my personal belongings and have left everything that was agreed upon in the sale of my unit			
<b>Gate Cards:</b> I have handed my gate cards back in			
<b>Unit Keys:</b> I have handed over all my keys to the buyers			
<b>Unit Tour:</b> I have provided my buyer with a tour of the unit			

## **FAQ – Parkbridge Resale Process**

### **Why has Parkbridge changed its sales policy from a consignment program to a direct resale program?**

For many years Parkbridge has managed a consignment program where our Resort Managers or sales staff took responsibility to represent customers' units for sale. As our business demands continue to grow every year, more and more attention is required to maintain our day-to-day operations. We understand that the sale of your unit is very important to you, and we want to ensure that it gets the attention it deserves. Moving to a Resale program allows you the owner to expand your ability to sell your unit in other markets like Kijiji at a fraction of the cost.

### **Why do I have to pay a "License Transfer" fee?**

The License Transfer Fee covers transferring the unit from one customer to another. Per the License of Occupation, Parkbridge reserves the right to control sales and occupancy of units on its property. If you wish to avoid this fee, you can remove your unit and sell it offsite. However, we have found that selling an RV unit within an established property provides a higher book value due to what the property itself brings to the value of the sale. Parkbridge invests considerable funds year over year as well as works hard on maintaining high standards that will bring an increased value to your unit if it remains on property.

### **What about tax? Do I charge or collect tax from my Buyer?**

Tax is collected when the Buyer registers ownership of the purchased RV unit. It is the responsibility of the Buyer to remit the tax to the Province.

### **What about my site fees? Should I include site fees in my deal?**

Yes, your prepaid site fees need to be included in the sale of your unit. The resort office will not pro rate/refund your site fees. Please be sure to consider this when setting the price of your unit.

### **How do I let people know that my RV unit is for sale?**

We find that marketplace and social media sites are very effective ways to advertise your unit for sale. We recommend that you use Kijiji, Facebook Marketplace, and RV trader as well as any other local on-line marketplace sites. You may want to consider putting an ad in the local newspaper as well.

### **Why can't I have a FOR SALE sign in the window or on my site at my unit?**

Per the License of Occupation, we do not allow FOR SALE signs in windows of units or signs on your lot to maintain the aesthetics of the property and to limit visitors encroaching on occupants' lots.

### **What is closing day and what do I need to do?**

The day that the actual transaction of the sale of your unit is considered final is referred to as "closing day". This is the day where you will meet with the buyers and the Resort Manager or Administrator to finalize their License of Occupation, get them registered into the system, assign gate cards and transfer utility services. It is extremely important that you book a closing meeting date and time at least 3 days in advance with the Resort Office.



Unfortunately, with the Resort Manager's ever-changing schedules, walk-in closings will not be accepted. Typically, the closing meeting takes approximately 30 minutes. Follow the steps on the "My Personal Sale Checklist" included in this package as a great reminder of all that you will need to do for closing day.

**Am I required to get a propane inspection if I plan to sell my unit?**

Propane inspections are no longer required by Parkbridge to sell your unit, but it is suggested that you complete one for the safety of your buyers. If your buyer requests one, we ask that you consider accommodating. Over time, propane components can age and become faulty, which could lead to propane appliances to malfunction and cause serious safety health hazards and/or fires.

**Do you have any recommendations on how I can successfully sell my unit?**

It has been said that you only have one chance to make a good first impression! Make sure that your unit is in showroom condition and meets all the Parkbridge Property standards for all viewings. We believe this is the number one priority in selling anything. Here are a few more tips:

- Make sure that your site is clean and welcoming. People are more interested in how they are going to enjoy the lifestyle of your unit, more than the actual unit itself.
- Declutter! A summer home is a peaceful getaway where people want to relax and leave the city life behind. Get rid of all unnecessary clutter and keep only the minimum required. Create a nice peaceful getaway for your potential buyers.
- Create an inviting ad. Take great pictures of your unit, site, layout, resort amenities, parks, lake views.... Sell the lifestyle, not your unit.
- The Price is Right! The last thing that you want to do is price yourself out of the market. Do a little research on the Internet to find out what your unit is worth, then take into consideration your location, the condition of your unit, and price accordingly.

Good luck with your sale!

Your Parkbridge Team