



Cottage Owner's Intent to Sell

Procedure to sell cottage:

1. Inform Executive Director by filling out this form and submitting it to the office.
2. When a potential buyer has been found, the buyer must fill out the *Request To Purchase A Cottage* form along with the nonrefundable application fee of ___ to the office.
3. Cottage Owner is to supply buyer with a copy of the Cottage Owner's Agreement.
4. Executive Director will set up a board interview with the prospective buyer.
5. Executive Director will notify the seller(s) and buyer(s) of the board's decision to move forward or not with this buyer.
6. Seller is responsible for submitting the *Cottage Transfer* form to Summit Grove.
7. Seller is responsible for providing buyer a bill of sale.

Cottage Owner(s) names _____

Cottage Number _____

Phone Number _____ Email _____

Asking Price _____

Date Cottage will be for sale _____

Would you like your cottage to be advertised through Summit Grove's waiting list of potential cottage owners? _____ yes _____ no.

Cottage Owner signature

Printed

Cottage Owner signature

Printed

Date