



Great Blue RESORTS

# Private Sale Reference Guide



We know how daunting selling your resort cottage privately can be, to help you through this process, Great Blue Resorts have put together the below list for what is required from both the seller and the buyer of the cottage before the sale can be authorized at the resort and the license of occupancy transferred.

In order for a smooth transaction, the following documents are needed to complete the purchase and sale of the resort cottage.

### From the Sellers

- Private Sale Listing Registration Agreement, Completed & Signed  
*(must be returned before the cottage is listed)*
- Proof of Lien Payout by Bank Letter  
*(if applicable)*
- Signature on the Private Sale Purchase Agreement
- Payment of the Occupancy Transfer Fee  
*(10% of the sale price or \$5,000, whichever is greater) +HST*
- Record of all Payments Made to the Seller from the Buyer
- Please Note: Proof of Lien Payout from the bank and Complete Transfer Fee must be collected before new owners can arrange a Handover Date.***

### From the Buyers

- Completed License of Occupation
- Completed Private Sale Purchase Agreement
- Proof of Insurance  
*(must have a minimum 2-million-dollar personal liability clause)*
- 2 Pieces of Photo ID
- Payment of the Site/License Fees  
*(based on a closing date of the sale. Amount can be obtained from the resort once the closing date is agreed. Any funds due to the seller will be paid within 30 days of the closing date.)*
- Payment of the Carefree Program
- Payment of the Xtended Mechanical Warranty  
*(if applicable)*
- Facilities Pass Form Completed with Vehicle License Plates

Lastly, the new buyers will need to schedule a Welcome Meeting with the General Manager, at any time prior to the sale being closed and after all the above documents have been supplied. Once everything is completed, our Sales Administration team will make the necessary changes, charges, refunds and transfers and most importantly, fully complete the private sale.