

Selling Leasehold Check List- May 15, 2024

Seller... Upon selling an SLA lake lease the Seller or his/her representative must contact the Office, 217/627-3339 or the Administrator of Leases, Amy Walkenbach (currently), 217/725-4673 or awalkenbach@msn.com to initiate the transfer.

- Lot Inspection (riprap/grounds), ordered by SLA (no cost inspection), seller responsible for any corrections required _____
- All SLA fees/Macoupin County taxes up to date, seller responsible _____
- Survey updated by licensed surveyor if current survey is older than 10 years, seller responsible provides copy to SLA _____
- Septic Inspection, by Ill. licensed contractor, seller provides copy to SLA _____
- Fee Sheet, SLA provides _____
- Invoice for SLA Transfer fees, SLA provides, seller pays _____
- PLAT Act Document SLA provides, seller signs (with Notary) _____
- Surrender of Lease SLA provides, seller signs (with Notary) _____

Buyer... Upon purchasing an SLA lake lease the Buyer or his/her representative must contact the Office, 217/627-3339 or the Administrator of Leases, Amy Walkenbach (currently), 217/725-4673 or awalkenbach@msn.com to initiate the transfer. The Buyer will provide the Closing date and place (Title Company/Bank...) and the name(s) for the new Lease.

- Schedule and attend Orientation meeting _____
- Fee Sheet, SLA provides _____
- Invoice for SLA Transfer fees, SLA provides, buyer pays _____
- New Lease, SLA provides, buyer signs (with Notary) _____

Fees...

- Transfer Fees \$300 collected at Closing, seller and buyer ***each*** required _____
- \$79 Filing Fee to Macoupin Co. (\$79 fee as of May 15, 2024) for Lease Surrender, seller responsible (collected at Closing) _____
- \$79 Filing Fee to Macoupin Co. (\$79 fee as of May 15, 2024) for Lease, buyer responsible (collected at Closing) _____

Any variance from the above must have prior written approval.