

Cabin Transfer Procedure

1. Call or email Tri-Cities JJDA lake recreation mgr. and inform of the upcoming sale of the Cabin. Office will inform the Bureau of Reclamation and Custer Health. The lot is required to be brought up to code before the transfer is complete.
2. Prepare a bill of sale. You cannot include mention of the transfer of the recreational use permit as part of the sale. The buyer has to apply for a new permit. You cannot include mention of the sale of the septic system or anything that is in the ground.
3. Buyer will need to write a statement that any shared water source or septic, if shared, will continued to be shared to when/if a failure. If none is shared please specify in statement.
4. Once the sale is complete, send a copy of the Bill of Sale to “Tri-Cities JJDA PO BOX 118, Elgin, ND 58533”. Include the signed statement mentioned in #3.
5. The buyer(s) needs to:
 - a. send a written request for a new recreational use permit.
 - b. include their names and the address, phone # and email address for the primary contact person.
 - c. include a check for \$200 to cover administrative costs with the new permit request. The buyer(s) does not have to pay any additional costs for the permit for the remaining months on the seller’s permit.
 - d. Be made aware that off-site parking is not transferable and may need to apply for a spot.
 - e. send a copy of the Bill of Sale to Grant County Court House C/O Tax Director: PO Box 263, Carson, ND 58529.
6. After reviewing all the paperwork, the lake recreation mgr. will send the buyer(s) the new contract and specify what needs to be signed. Once we receive the signatures, the rec. mgr. will have Tri-Cities JJDA sign the contract and send back the signature pages. This completes the transfer.