

# Water Front Recreation, Inc.

P. O. Box 7139  
Bend, Oregon 97708-7139  
Phone: (541) 388-9658  
FAX: (541) 389-2793

## REQUEST FOR NORTHWOODS LEASE ASSIGNMENT PACKAGE

It is hereby requested that Water Front Recreation, Inc. forward a complete Northwoods Cabin Site Lease Assignment Package as follows:

**PLEASE PRINT OR TYPE ALL INFORMATION**

Cabin Site:

**CURRENT LESSEE INFORMATION:**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**PROSPECTIVE LESSEE(S) INFORMATION:**

**First Lessee(s):** Complete only this section if a single individual or a single couple (husband and wife) will be the only lessees to be named on the lease.

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

**Second Lessee(s):** Complete this section only if the lease is to be assigned to more than one single individual or more than one couple. Please name all individuals who will be named on the lease. Use additional pages if necessary.

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Enclosed with this Request for Assignment is a check in the amount of \$100.00 payable in advance to Water Front Recreation, Inc. I/We understand that this assignment processing fee is required prior to the preparation of any Assignment documents and covers all costs incurred by Water Front Recreation in transferring a Northwoods Cabin Site lease. I further understand that this fee is non-refundable except in the event that Water Front Recreation should deny the assignment of the lease to a prospective lessee(s).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Current Lessee)

(or)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Prospective Lessee)

## **-Water Front Recreation, Inc.**

P. O. Box 7139  
Bend, Oregon 97705-7139  
Phone: (541) 858-9058  
Fax: (541) 389-2793

April 19, 2005

Chris Balmes  
Via Fax 503/697-4488

### RE: LEASE ASSIGNMENT REQUEST FOR CABIN SITE

Dear Chris,

Enclosed herewith is the "Request for Northwoods Lease Assignment Package" form, which must be completed and returned to Water Front Recreation in order for us to prepare all of the documents for the Lease Assignment Package to transfer the lease on the above-referenced cabin site.

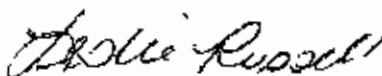
As soon as we have received the enclosed form and the non-refundable assignment processing fee in the amount of \$100.00, we will prepare the documents and forward them to you immediately.

Also, enclosed is a form explaining what will be required for both the current lessee(s) and the prospective new lessee(s) in order to complete the assignment.

If you have any questions, please feel free to contact our office.

Sincerely,

**Water Front Recreation, Inc.**

  
Leslie Russell

Enclosures: Request for Northwoods Lease Assignment Package Form  
Northwoods Cabin Site Lease Transfer Requirements

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## HOW TO ASSIGN (TRANSFER) A NORTHWOODS CABIN SITE LEASE

1. Persons who wish to accept the assignment of a Northwood's Cabin Site lease will be provided with copies of the Cabin Site Lease and Restated Master leased. These should be read carefully prior to signing assignment papers.
2. Assignment of a cabin site lease requires prior consent of Water Front Recreation. Refer to Section 7.04 of the Cabin Site Lease. Water Front Recreation reserves the right to deny an assignment for any reason whatsoever.
3. As of December 1, 1992 a \$100 non-refundable processing fee will be charged for all lease transfers. This covers all document preparation and credit reporting fees. An Assignment Request form and a check in the amount of \$100.00 must be forwarded to Water Front Recreation prior to the preparation of the lease assignment documents.
4. As a matter of policy, Water Front Recreation will only lease or approve assignments to an individual, two individuals, whether or not related, three individuals, if at least two of the individuals are related, two couples related by blood or marriage. If there is more than one lessee, the lessees must designate a single address to which all correspondence from Water Front Recreation will be delivered. Water Front Recreation does not allow "time shares" as defined by applicable law. Water Front Recreation also reserves its right to enforce all other restrictions in the cabin site lease concerning the cabin site.
5. An Assignment, Assumption and Consent document must be completed in triplicate by all parties involved in the transfer of the lease. This document formally identifies the parties involved in the transfer and describes the lease being transferred. All parties must sign this document and have their signatures notarized. All three copies must be returned to Water Front Recreation for final consent and signature. After consent, one copy will be returned to the Assignor and another copy to the Assignee. The third copy is retained by Water Front Recreation.
6. The Assignor (person transferring their lease interest) must be current on all payments (Lease payment, Association Dues, County Taxes) and not otherwise in default under the cabin site lease, before consent for assignment will be granted.
7. The Assignee (person accepting interest in the lease) must also sign and return the following documents:
  - A. Supplemental Agreement (2 copies)
  - b. "Some Things You Should Know Before Becoming a Cabin Site Lessee" (2 copies)
  - c. New Lessee Information Sheet (1 copy)
  - d. Understanding of Insurance Requirements (2 copies)
  - e. Receipt of Lease Copies (2 copies - with leases attached)
8. The Assignee must provide proof of insurance as detailed in Section 7.03 of the Cabin Site Lease. **It is very important to ensure that fire insurance is for full replacement value.** Water Front Recreation, Inc. must be listed as an additional insured, and the Washington State Department of Natural Resources must be named as an additional insured with 30 day notice of cancellation.

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9. Once the assignment has been approved by Water Front Recreation Inc., the Skamania County Treasurer's Office requires that the assignment be recorded and that an Excise Tax Affidavit be filed, before a name change can be made on the tax records. This form can be obtained from any county treasurer's office in Washington or by writing to: Skamania County Treasurer's Office, PO Box 790, Stevenson, Washington 98648, Phone. (360)427-9410 A copy of the Affidavit should be provided to Water Front Recreation, Inc. within sixty days of the lease signing.
  
- 10 All dues to the Northwood's Homeowners Association must be current prior to the assignment. Contact them by writing: ~~Beanie Parry, Secretary/Treasurer, Northwood's Association 14922-SE Crosscreek Ct, Boring, OR 97007, Phone: (503) 658-4484.~~ The Homeowners Association will not change its owner records until Water Front Recreation has consented to the assignment and informed the Association.
  
11. Water Front Recreation, Inc. will obtain a current credit report on all prospective assignees
  
12. **All of the required documents are to be returned to Water Front Recreation in one single package. No assignment will be taken under consideration until all of the required documents are received.**

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## Northwoods Cabin Site Lease Transfer (Assignment) Requirements

In order to transfer (assign) a Northwoods Cabin Site lease the following will be required of the current lessees and the prospective lessees. Water Front Recreation, Inc. will provide all documents necessary to complete the assignment.

**NOTE:** If a cabin has been built on the cabin site, the sale of that cabin should be concluded with the help and assistance of a title company. Water Front Recreation, Inc. does not participate in the sale of the cabin. **HOWEVER** - Because the Cabin Site Lease is very specific in that the individual(s) holding the lease shall be the same individual(s) who own the cabin, and because Water Front Recreation, Inc. must approve the assignment of the lease before the lease can be assigned, and because Water Front Recreation, Inc. reserves the right (under the terms of the lease) to deny the assignment of the lease to any individual, the sale of the cabin may not be concluded until after Water Front Recreation, Inc. has approved the lease assignment.

### CURRENT LESSEE(S):

1. Must be current on all of the following and must provide Water Front with proof of same.
  - a) Cabin Site Annual Lease Payment
  - b) Northwoods Homeowners Association Annual Dues and Fees
  - c) Skamania County Personal Property Taxes
2. Signing of the Assignment, Assumption, and Consent Agreement (signatures must be notarized)

### PROSPECTIVE LESSEE(S):

1. Completion of a "New Lessee Information Sheet" containing the names and address of all prospective lessees, their home phone numbers, their daytime phone numbers, and the social security numbers for all individuals who will be named on the lease.
2. A current credit report for each lessee who will be named on the lease. Water Front Recreation will obtain the credit report using information provided on the New Lessee Information Sheet.
3. Signing of the following lease assignment documents by all individuals who will be named in the lease.
  - a) Assignment, Assumption, & Consent Agreement (signatures must be notarized)
  - b) Supplemental Agreement
  - c) Some Things You Should Know Before Becoming a Northwoods Cabin Site Lessee
  - d) Understanding of Northwoods Cabin Sites Insurance Requirements
  - e) Receipt of Lease Copies
4. If there is a cabin on the lot then an insurance binder must be submitted with the assignment package.
5. Following approval of the lease assignment and completion of the transfer of property, the new lessee(s) is responsible for recording the Assignment, Assumption, and Consent Agreement with Skamania County. Skamania County will charge a fee for recording the document.

**EITHER CURRENT LESSEE(S) OR PROSPECTIVE LESSEE(S):** (assignor and assignee to decide who will pay the fee). Payment of a \$100.00 non-refundable Lease Assignment Processing Fee to be paid to Water Front Recreation, Inc. prior to the preparation of the lease assignment documents.