

## **Standard Operating Procedures for Buying and Selling Properties within Three Rivers Recreational Area through Realtors.**

Owners are responsible for the admittance to Three Rivers of realtors and/or prospective purchasers of property using the established guest pass system.

Owners listing their 3R property for sale with a realtor that **IS** a Three Rivers property owner may allow the realtor/owner to show their property using the established guest pass system for all prospective purchasers. Guest passes may be signed by the realtor/owner.

Realtors who **do not** own property within Three Rivers and are seeking to show properties listed for sale within Three Rivers must contact the listing agents and/or property owners to obtain admittance using the established guest pass system. A signed guest pass must be displayed in the vehicles while on Three Rivers property.

Generally prospective purchasers can park vehicles in the front gate parking lot outside the gate and tour Three Rivers property with the realtor who has made proper arrangements for admittance. If the prospective purchasers wish to tour Three Rivers in their own vehicle they must use the established guest pass system and display a signed guest pass in their vehicle.

The Three Rivers gate keepers are not authorized to be responsible for admittance of outside realtors or prospective purchasers and will instruct the public to contact a listing realtor or a property owner to obtain proper admittance using the established guest pass system.

Landowners who sell their Three Rivers property must turn in their gate access key cards to the front office gatekeeper. The gatekeeper will deactivate the key cards. Do not pass the gate access key cards onto new property owners or realtors. The old key card will be deactivated and will not work for the new property owners. New gate access key cards will be issued to new property owners by the front office gatekeeper. (Adopted June 2007)

### **Procedure for Property Sales and Dues Prorating**

When the Three Rivers Office receives a request to refund dues from a sale or transfer of ownership of property, the following procedure will be followed:

1. Notify the Title/Escrow Co. that the dues shall be handled the same as property taxes.
2. The entry cards should be reassigned in the computer to reflect the new owners information.
3. If the previous owner fails to surrender the entry cards to escrow at closing, the entry cards will be deactivated. A \$25.00 per card fee will be charged for each new card (maximum of two)
4. If the transacting parties wish for the LOA to probate the dues, then the request needs to be in writing and a \$50.00dollar handling fee will be charged. The \$50.00 will be withheld from the refund check to the previous owner (revised 10/25/99)