

Morgan Ridge Estates -7100 Aldeen Road  
C/O 1448 Sixth Avenue  
Prince George, BC  
V2L 3N2

To: All Sales Agents

Date: \_\_\_\_\_

Subject: Sales and Purchases of Homes in this Park

This letter is intended to assist you in streamlining your qualifying process and advising your clients with regard to sales and purchases of homes in this Park. The following paragraphs outline the steps required, as well as the conditions which apply when qualifying proposed purchasers and preparing Purchase and Sales Agreements. If you have any questions, please do not hesitate to call.

**Step 1. Tenancy Application and Park Information – OBTAIN FROM PARK**

Sales agent should contact park management at phone # 250-565-4663 to obtain a copy of Park Rules and Regulations, tenancy Applications and any other information that may apply to the Park, including possible age restrictions, occupancy limits and pet restrictions. You can then provide this information to all prospective tenants, hopefully preventing misunderstandings from the outset. (For example, for parks designated as “55 and Older” provincial legislation requires that at least one of the prospective purchasers/tenants must be 55 years of age or older and must personally reside in the home.)

**Step 2. Lot Improvements Identification Agreement – OBTAIN FROM PARK**

An agreement to transfer ownership of Lot Improvements from the seller of the home to the purchaser, clearly identifying the specific lot improvements that are to be included in the home’s sale price such as fences, shed, landscaping, porch, and so on – to be signed by the seller, the purchaser, and by park management.

**Step 3. “Subject To” Clauses for Sales Agreements**

All Purchase and Sales Agreements regarding homes that are expected to remain in this Park must include the following clause: “This offer is subject to park management’s approval and acceptance of the purchaser as a tenant of the park.”

**Step 4. Submission of Tenancy Application and Sales Agreement**

A copy of the completed Tenancy Application, along with a copy of the Purchase and Sale Agreement, is to be faxed or delivered to park management office for review. Please ensure that full legal names of proposed purchaser(s)/occupant(s) and seller(s) are included. Five full business days are usually required for completion of the review (including credit and reference checks). Park Fax # 250-562-0716

Step 5. Tenant Interview

An interview with proposed purchasers/occupants by park management must be completed prior to finalizing the purchase. This interview gives park management an opportunity to meet and qualify the proposed tenants, complete paper work, advise the proposed tenants of the rules, regulations, and services of the Park, and answer any questions that may arise. Please call to schedule and interview for a time convenient for both parties.

Step 6. Final Paperwork and New Tenancy Agreement

After the interview and the review of the Tenancy application have been completed, and the proposed purchasers/tenants have been conditionally approved, park management must receive the following signed and completed original documents before final approval is given:

- a. "End of Tenancy Agreement" to be signed by the seller to officially end his/her tenancy and terminate future liability for the lot. OBTAIN FROM PARK.
- b. Agreement transferring ownership of lot improvements. (See Step #2 above).
- c. "Month to Month Tenancy agreement" to be signed and each page initialed.

Thank you for your cooperation. We hope to work together with you to encourage as smooth a transition period as possible, and a positive experience for all the people concerned.

Sincerely, Gordon Langer