



CULTUS LAKE PARK

Lease Transfers Delegation Policy

Section:	
Sub-Section:	
Title:	LEASE TRANSFERS DELEGATION POLICY

APPROVALS

Approval Date: November 23, 2011	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

1. POLICY STATEMENT

1. The Cultus lake Park Board recognizes that lease transfers are time sensitive and that delays in transfer could have negative impacts on those involved. To affect timely transfers, and to lessen potential negative impacts, the Board, by way of this policy delegates its authority for straight forward transfers to the Chief Administrative Officer.

2. PROCEDURES:

1. The Board hereby delegates its authority in Sections 6(a)(b)(c)(d) and Section 15 of the Standard Lease to the Chief Administrative Officer for those lease transfers which are of a straightforward nature.
2. If a lease transfer has any one or more of the following documents or circumstances filed against it or is on the lease, the lease transfer request shall be referred to the Board for their consideration:
 - Judgments
 - Liens
 - Foreclosures
 - Certificate of Pending Litigation
 - Land Title Act Form 38 – Covenant
 - Land Spouse Protection Act
 - Transferor or transferee owns another Cultus Lake Park residential property
 - Any other issue that would warrant the Board's consideration
3. The Board will be provided with a monthly report of all lease transfers that have been approved by the Chief Administrative Officer.