

ACTION	DATE
Notify the OYC Club Manager and Moorage Master of intent to sell Boathouse (by email or in writing) (Rule 16a).	
The Inspection Chair will inspect the boathouse and define any none compliance issues with moorage rules/OYC Boathouse Standards (OYC SOP #3)	
The seller will correct deficiencies prior to transfer or receive a waiver from the Club Manager/Moorage Master at their discretion (OYC SOP #3).	
The OYC Club Manager will notify all OYC members of the boathouse for sale.	
All sales to non-members must be approved for active membership, prior to transfer of the boathouse, if they want to moor it at OYC (Rule 16a)	
The OYC Club Manager checks that the buyer has met membership rules (Rule 16a).	
The Club Manager provides the new owner information to the Moorage Master for his records.	
The OYC Club Manager collects the signed moorage agreement to be filed.	
Buyer to provide proof of insurance and named insurer on boathouse and boat to the OYC Club Manager (Moorage Agreement #11).	
OYC Club Manager will collect seller's OYC financial account data to ensure that account is up-to-date and meets demit standards.	
The Club Manager will confirm the transaction has occurred poperly.	

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