

Selling an On-Site Van

- 1) Members request a "Selling your Van Form" from the Secretary (also available in the Office and on our Website).
- 2) Send Documents "Selling your Van", "Buying an OnSite Van" and "OnSite Van Sale Agreement" to the email:

Hello _____,

Please find attached the requested form for selling your van as per the Club's policy on selling vans.

Once the form is returned with some photos we will advertise your van on the Club Facebook page and website.

Once you and a buyer have agreed on a sale, please fill in the third document "On-Site Van Sale Agreement" and forward to the committee to finalise the purchase.

Please do not hesitate to contact the Secretary if you have any questions or concerns.

- 3) Once form is returned – check that member is a) financial b) compliant with their CFA Fire Audit. If so, sign and date form and return to member.
- 4) Advertise Van for sale on Facebook and website. Those on our waiting list will have first option to purchase.
- 5) Send an email to those on our waiting list

- 6) Hello!

Just letting you know about another on-site caravan that has just come up for sale - Site #___
The van is advertised on our Facebook page (Welshmans Reef Water Sports Club) and on our website (www.welshmansreefwsc.com.au).

As you are on our waiting list you have first option of purchasing this van.

If you are interested in this van, please contact me via return email and you will have the opportunity of making an offer to be considered.

Just to let you know that your van has been advertised on our Club Facebook page and website. Please ensure you keep the Committee up to date with any progress and that your potential buyer is aware of their requirements.

Your van will remain on the Club Facebook Page and Website unless you advise us otherwise.

- 7) Once a purchaser is found – ensure they apply for membership through "Member Application Form". Once receiving their application for membership, have it moved and passed by the Committee. Notify members of their approval via letter "Letter RE New Member Application" Record their names in the Register of Members and on the agenda & minutes for the next meeting.
- 8) Buyer and Seller sign the "OnSite Van Sale Agreement" and return to the Committee along with the \$400 joining fee from the buyer.

- 9) Issue Buyer with new boom gate codes and change the name in the database.
- 10) Add new member's details to the mailing lists and delete previous members.
- 11) Change site description and price to "SOLD" on website and Facebook page.