

RIVERSIDE RV PARK SOCIETY

Update March 4, 2026

SELLING OF PROPERTY IN RIVERSIDE RV PARK

Seller obligations:

1. **The seller** must inform Riverside's office that the property is for sale within 3 days of placing a for-sale sign on the property.
2. **The seller** must obtain a copy of Riverside Park Society's Bylaws, Rules and Regulations and should obtain the latest approved financial statements of the park for the realtor or the buyer if it is a private sale. These documents are available on Riverside's website.
3. **A buyer or seller must not transfer title of a lot without first obtaining a Certificate of Payment (equivalent of a Strata Property Act Form F)**, which will be provided if no money is owing to the Society and the lawyer or notary undertakes to pay the fee to transfer the Certificate of Possession.
 - a. Note: the certificate of payment may be ordered at [Request Records or Certificates \(Owners / REALTORS® / Conveyancers\) | Inspire Property Management Ltd.](#) using the Strata Plan "KAP76502".
 - b. An optional information certificate (equivalent of Strata Property Act Form B) may be obtained to satisfy the buyer's, and buyer's agent's, due diligence requirements before removing subjects. This form may also be ordered at [Request Records or Certificates \(Owners / REALTORS® / Conveyancers\) | Inspire Property Management Ltd.](#) using the Strata Plan "KAP76502".
4. The **\$1,000 Transfer of Certificate of Possession** fee that is due and payable to the Society the **same date as the closing of the sale**. This fee will typically be paid by the buyer's lawyer or notary as part of an undertaking that will be requested by the Society when an order for a certificate of payment is received. The certificate of possession is only issued after the payment is received, or undertaking accepted, and the title is transferred.
5. Once the subjects are removed the seller must inform Riverside's office that they have accepted an offer, and the property is being sold within 3 days of the accepted offer. This allows Riverside RV Society and Riverside's management company time to prepare the documents required for transfer. The seller must inform the office of whom the realtor is, so the office can release the entry code for the lodge and pool to the realtor.

Buyer's obligations: PLEASE DO NOT MOVE ONTO THE LOT UNTIL THE FOLLOWING IS FULLFILLED:

The buyer should read the Society's Bylaws, Rules and Regulations and the latest financial statements of the park. These can be obtained from the seller or realtor.

Prior to the date of completion, *the buyer* must

- Register with the Riverside office to
 - fill out registration forms that include that the buyer will follow all Riverside RV Parks Bylaws and Rules and Regulations and sign the waterfront property easement if applicable.
 - if you are placing an rv on the lot, a site improvement plan must be filled out regarding the placement of the recreation vehicle being placed on the lot. This **must** be done prior to a recreational vehicle being moved on the lot. Buyers should be aware of all site improvement bylaws and rules and regulations prior to purchasing.
 - Contact Inspire Management Company to ensure monthly maintenance fee payments are authorized and that you have fulfilled all buyer obligations.

Buyers must be aware of any outstanding financial encumbrances that are against the lot that they are purchasing such as outstanding property taxes, maintenance fees, levies, or fines. The buyer must correspond with the Property Management to research this. Buyers should also be aware of any active levies. This information is typically handled by order an information certificate (equivalent of a Strata Property Act Form B) which may be ordered at [Request Records or Certificates \(Owners / REALTORS® / Conveyancers\) | Inspire Property Management Ltd.](#) (typically ordered by the seller's agent before subjects are removed).

Certificate of Possession will not be transferred to the new owner unless, prior to the transfer of the lot, all outstanding maintenance fees, levy payments, property taxes or fines are paid, or arrangement satisfactory to the Society are made to pay those amounts (an "undertaking" by a lawyer or notary). The purchaser must also be told of any active levy payments as they will be transferred to the new owner.