



POLICIES & PROCEDURES

Prospective Purchase of Cottage

Scenario: Individual expresses a desire to purchase a cottage

Application Process for the "Prospective Buyer's Waiting List"

Step 1: Complete and submit the *Application for Lease Agreement* and *Pastor's Reference Form*. These documents must be submitted to a board-designated representative.

Step 2: Interview with the Cottager Subcommittee to determine the approval status of the application by the Executive Board of Delta Lake, Inc.

Step 3: During the waiting period, keep information current with the board-approved representative.

Step 4: A cottage comes available for sale, and the board-approved representative contacts the approved prospective buyer.

Please Note: A seller has the right to contact an individual who is not on the Prospective Buyer's List before relinquishing the availability of the cottage for sale to the Prospective Buyer's List. In that case, only upon the refusal of the individual that the seller has contacted, will information be sent to those on the list, or if the seller requests that the information be sent out anyway.