

LUTHERAN RESORT ASSOCIATION, INC.

Procedure for new membership certificate; if sold, if changing name; adding names; and/or transfer of improvements only, (Association owns the land). Prospective new member should have in their possession: membership application; copy of by-laws; copy of safety rules and transfer information.

The following should be completed and presented to the LRA Board: Check each 0 when completed.

- Full and completed Membership application with legal names and lot number, including a completed letter from the applicant's Pastor stating that they are members of the Lutheran Church Missouri Synod *in good standing*.
- If sold, a *Bill of Sale* stating Joint tenants with rights of survivorship in the survivor (not as tenants-in-common). No Deeds are allowed.
- If transferring assignment of ownership – state as joint tenants with rights of survivorship in the survivor (not as tenants-in-common). Back of certificate must be SIGNED, DATED and WITNESSED. The original certificate is stamped cancelled and kept at the lawyer's office.
- Sales disclosure form – must be filled out, signed and a copy for lawyer's office. If primary residence, check for a homestead credit. (If homestead credit does not apply; the 5 digits of the SSN and driver's license numbers are not required.)

LAWYER'S OFFICE WILL REVIEW AND APPROVE BEFORE RECORDING

- Take to Julie, the Assessor to be recorded and stamped (\$5.00 fee)
- Take to Recorder's Office (1st page fee \$11.00)
- Call the Auditor's office for previous record information on lot membership
- Letter to new owner and statement
- When fee is paid - issue certificate and receipt
- Send letter with certificate and receipt
- When a signed receipt is received, close file

Send a copy of everything to President and Secretary of Lutheran Resort Association for their file. Original membership application and old cancelled certificate remains in lawyer's file.