

MEMBERS - Quick Checklist

Before You Sell

- Prepare your membership details
 - Review available resources on the Member Portal
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Advertise Your Membership

- Post your membership (Kijiji, Marketplace, etc.)
 - Use the Sample Ad (optional)
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Share Information with Buyers

- Provide Membership Flyer
 - Provide Corporate Membership Options (if applicable)
 - Direct buyer to Member Handbook on the Portal
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Agree on Sale Terms

- Agree on final price with buyer
 - Confirm payment method
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Complete Required Documents

- Bill of Sale (signed by both parties)
 - Application to Purchase (buyer completes)
 - Redemption Notice (seller completes)
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Arrange Transfer with the Club

- Contact Colin Presley to schedule a meeting
 - Email documents in advance (optional for review)
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Finalize Transfer

- Bring redemption fee (cheque) to meeting
 - Ensure all documents are complete
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After Submission

- Club processes transfer
 - Buyer receives membership registration and certificate
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Notes

- Membership sales are private between seller and buyer.
- The Club facilitates the transfer process once a sale is agreed upon.