Your park. Your next chapter.

RV park and campground sale readiness | Blank, printable working file

Use this workbook before speaking with a buyer or broker. Start with a short summary, identify missing records, and turn your transition goals into questions for your independent advisers. You do not need a complete underwriting package to begin a conversation.

Keep your completed copy in your own secure files. This PDF does not submit information. Do not include passwords, account numbers, guest lists, personnel files, taxpayer IDs or wire instructions. Share only necessary information through an agreed, controlled process.

Park name and state / county

Approximate sites, site mix, acreage and operating season

Owner / entity and who must participate in a sale decision

Desired step-back date and any timing constraints

Cash needed at closing and dependable income needed afterward

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People, park identity and transition priorities to discuss

Receiving payments after closing is an option to evaluate, not a requirement. Seller-note payments depend on buyer performance and negotiated protections; they are not equivalent to cash today.

Full public guide: rvparkexitgroup.com/rv-park-sale-checklist
Prepared and reviewed October 19, 2026 (New York). Use the current web guide for fuller explanations.

Build a record inventory

Record location, readiness and the next responsible person. Write 'missing' or 'unknown' honestly.

This is an inventory, not a request to send documents. Verify ownership, asset scope, consent requirements and the appropriate sharing stage with your advisers.

Sale-readiness record inventory

Record group	Ready / missing; secure location	Next action / person / date
Financials, tax and bank reconciliations		
Site mix, rates, occupancy and seasonality		
Title, survey, parcel and access records		
Utilities, repairs and capital work		
Permits, licenses and known notices		
Contracts, debts and included assets		
Staff roles and operating procedures		
Reservations, deposits and credits		
Insurance, claims and pending disputes		

Reconcile, do not just export

Check that financial summaries, reservation reports, deposits and available supporting records tell a consistent story. Separate owner labor from the cost of replacing it. Label unapproved expansion ideas, uncertain site counts and unsupported adjustments.

Title-file status is not title clearance

For each deed, survey, access agreement or related notice, record the parcel or interest, document type/date, secure reference, missing item and next reviewer. Keep requested, received and professionally reviewed separate. A draft, project notice or map is not proof of a completed transfer. Ask counsel, the title professional and surveyor to resolve actual scope, updates and open rights or restrictions; do not assume every park needs a new survey. This inventory does not determine ownership, boundaries, access, transferability or insurable title. Full title-file questions and scoped sources.

Brand and management agreements need their own review

If applicable, locate signed franchise, brand-license or management agreements, amendments, notices and relevant disclosure material. Record consent as requested, pending or received, with its supporting document. A purchase agreement is not brand approval. Ask counsel and the actual counterparty about assignment or change-of-control steps, required work, fees, continuing guarantees or releases, and post-sale brand/system obligations. This worksheet does not decide which requirements apply or whether approval is sufficient.

Agreement / consent status / supporting record / reviewer / next date

Largest missing item / person to help resolve it

Map work that depends on you

Write the task, today's responsible person, backup and agreed handoff. A note does not require you to keep operating.

Owner-dependency and operating-handoff map

Function / task	Today / backup / procedure	After closing / training end date
Reservations, rates and guest issues		
Staffing, payroll and cash approvals		
Utilities, maintenance and emergencies		
Vendors, permits and renewals		
Website, phone and administrator access		

Staff and work-camper decisions

Begin with role-level summaries. Do not promise continued employment or assume a work-camper title decides worker status. Qualified advisers should review payroll, classification, housing, benefits, record retention and disclosure obligations for the actual transaction.

Who may communicate with staff, when, and what may be promised?

Seller's last responsibility / buyer's new arrangements / handoff time

Any post-closing seller work: scope, authority, compensation and end date

Track guest obligations

Use one cutoff date and anonymized references. This summary does not replace a detailed closing ledger.

Agreed cutoff date / systems and accounting records reconciled

Guest-obligation summary

Category	Balance / source / verified date	Who performs / funds / communicates?
Future transient stays		
Seasonal / monthly agreements		
Group or event bookings		
Deposits / advance payments		
Credits / gift certificates		
Refunds / chargebacks / disputes		

Separate charged, collected, earned, refunded and outstanding amounts; keep taxes and processing fees distinct. Counsel and accounting advisers should determine which obligations transfer, the closing adjustments and the required guest communication.

Unresolved balance / adviser / due date

Minimum guest information needed after closing and secure transfer plan

Control sharing and handoff

Confirm the recipient, purpose and permission before sharing. Do not transfer operating control prematurely.

Staged information sharing

Stage	Suitable starting point	Sensitive items to hold back
Introductory fit	Short park summary and owner goals	Tax, bank, guest, personnel and credential data
Serious review	Redacted summaries and needed support	Unneeded personal information and live control
Agreed diligence	Defined scope in a controlled channel	Out-of-scope or impermissible disclosure
Closing / transition	Approved records and access schedule	Control before the agreed closing event

Sharing log - keep one line per document set

Controlled-sharing log

Set / redactions	Recipient / purpose / permission	Shared date / revoke or return date

Sharing-log reviewer / return, revoke or deletion follow-up

Independent callback process for closing instructions

Never rely on newly emailed contact details to confirm a wire change. Use the closing professional's established process and an independently known phone number or channel.

Before using an AI summarizer or document tool

Treat an upload as a separate disclosure. Have the responsible advisers review permission, the actual provider and account terms, access, retention, training use and deletion controls. A buyer's confidentiality agreement does not approve another recipient. Do not upload unredacted guest, employee, banking, tax, payment or private contract records to an unapproved tool. Use a fictional, non-sensitive example when possible; removing names alone does not establish safety. Keep originals and label generated summaries for human checking, not as verified evidence, legal review or an appraisal. RV Park Exit does not require AI uploads for an initial conversation.

Tool / account / permitted scope / reviewer and date / decision or safer alternative

Transfer providers and sign off closing

Use verified account contacts and one closing checkpoint. Do not move live control before the agreed event.

For each relationship, confirm who owns the account, whether consent or a new buyer account is required, the service cutoff, money or equipment still attached to it, and the evidence that the agreed step occurred. Do not write passwords, access codes or bank instructions here.

Provider-transfer control

Provider / account / control	Seller action / cutoff / money	Buyer setup / consent / completion evidence
Electric, water, sewer and meters		
Propane, fuel, tanks and provider-owned property		
Waste, laundry, internet and phone		
Reservation, payment, website and other software		
Maintenance, security and emergency coverage		

Digital handoff - access is not verified buyer control

Keep a separate secure register for domains, hosting/email, reservation and payment systems, phone/text and public profiles. Record the current owner or role, actual provider's permitted transfer or new-account path, agreed cutoff, buyer acceptance evidence and unresolved exception. Requested, approved and tested are different statuses. A working login does not establish primary ownership, payment settlement, number continuity or the right to transfer an account. Keep voice and text acceptance separate; protect personal accounts and recovery details. Do not record secrets here. Full digital register and provider-specific sources; this prompt is not transfer approval or a complete migration plan.

Digital register reference / pending control / responsible person / acceptance evidence / date

Closing-day signoff - record completion, not assumptions

Final meter, tank, inventory or other cutoff reading / source / time

Balances, deposits, prepaids and autopay treatment / supporting record

Keys, administrator access and payment authority transferred or removed / emergency coverage

Buyer, seller and closing-professional checkpoint / unresolved exception / owner / date

Emergency-plan records - identify the working version

Record the current plan date and secure location, responsible operator and emergency decision chain, staff-accessible copy, available training/test/revision records and any required filing receipts. Ask the local authority and qualified advisers what updates or filings the operating change requires. A seller's plan or receipt does not establish buyer compliance. Do not copy sensitive safety or security details here. This is not an emergency plan or safety assessment.

Plan / filing reference / unresolved update / responsible person / due date

Use the purchase agreement, closing statement and the closing professional's instructions for the actual transaction. This worksheet does not determine whether a contract, rate, deposit, account, leased asset, warranty or service transfers or ends.

Take the next useful step

Decide what is ready, what needs advice and what information is appropriate for an initial conversation.

My three unresolved decisions / who can help

First conversation: park location, approximate sites and preferred timing

RV Park Exit is a family business seeking to buy as principal, not your broker or independent adviser. We consider parks nationwide, with Florida a priority. We prefer 50 or more sites, and we also consider smaller parks and 55+ resorts. Text Jordan at 516-660-2268 or email rvparkexit@gmail.com to discuss fit; no offer or closing is guaranteed.

If our own purchase is not a fit, we will say so. RV Park Exit buys as a principal and does not list parks, represent sellers, or introduce owners to other buyers. Existing broker obligations and other transaction costs remain separate.

Source and further-reading notes

SBA - Close or sell your business
General business-sale planning, asset and liability scope, written agreements and professional review; not park-specific legal advice.
sba.gov/counseling/manage-your-business

FTC - Protecting Personal Information
General data-inventory, minimization, access-control and security guidance.
ftc.gov/business-guidance/resources/protecting-personal-information-guide-business

FTC - AI privacy and confidentiality commitments
Internal documents and customer data create disclosure risks. Reviewed October 18, 2026; tool-review fields are our preparation framework, not an FTC-prescribed form or approval.
ftc.gov - AI privacy and confidentiality guidance (January 2024)

FBI - Business Email Compromise
Fraud and independent-verification guidance, including title-company wire impersonation.
fbi.gov/how-we-can-help-you/common-frauds-and-scams/business-email-compromise

Emergency-plan handoff - local scope matters
Oklahoma Emergency Management's camp-safety resources distinguish recreational-campground records from youth-camp provisions. This is a state-specific illustration, not a national rule or a determination of your park's duties.
oklahoma.gov/oem/home/camp-safety.html

FTC - A Consumer's Guide to Buying a Franchise
Item 17 discusses transfer approval and post-termination obligations. Reviewed October 15, 2026. General franchise guidance, not a conclusion that every brand or management contract is a franchise or that any particular approval, fee or release applies.
ftc.gov/business-guidance/resources/consumers-guide-buying-franchise

Read the fuller staff, payroll, guest-ledger, provider-transfer and closing-handover explanations and their sources in the public sale checklist. This workbook is educational, not legal, tax, employment, valuation or investment advice. Use qualified independent advisers for your property and sale.

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