



Advocacy, Education & Stewardship  
Strengthening the Cabin Program

## CFA Transfer Fee Guidelines

### Transfer Fee Required

The transfer fee is required whenever a new recreation residence special use permit is issued due to a change of ownership. Changing the name on a permit triggers scrutiny for a transfer fee.

- If there is a **change in ownership**.
  - Sale to unrelated or related party.
  - Gift or inheritance.
- If any **voluntary sale, foreclosure, or contract sale**.
- If the **contact's marital status changes** where a contact is added or removed from the permit due to a divorce.
- If **current owner marries** and wants new permit issued in the married couple's name (constitutes change in ownership)
- If there is a death and the **surviving spouse remarries** and wants to include new spouse on permit.
- If the **authorization is placed into a trust**.

### Transfer Fee Not Required

The transfer fee will be applied to all re-issuances **except** for the following scenarios. In these cases, no transfer fee is required.

- If the **permit expires and is being reissued to the same contact**.
- For a **legal name change** (no change in ownership).
- From **one current co-owner to another co-owner** (no change in ownership)
- If **current owner marries but does not want a new permit** issued in couple's name.
- If **current owner marries, but does not include spouse on permit**, then divorces and retains ownership of cabin.
- If a married couple has a permit in the couple's name and **one spouse dies** even if new permit is issued in the surviving spouse's name.
- If the **beneficiaries change in a trust**, the trust can be amended without a fee.