**Cabin site sale nominations will be received bi-annually, only during January 1st -31st and July 1st -31st**

1. **Lessee notifies DNRC to initiate sales process (House Bill 131)**
   - DNRC sends Lessee Nomination & Procedure Disclosure Forms
   - DNRC sends Lessee list of Appraisers (no fewer than 2)
   - Lessee selects 50% of Appraisers from list and notifies DNRC
   - DNRC Selects Appraiser
   - Estimated Processing costs provided to Lessee

2. **Informal Administrative Hearing**
   - Lessee agrees with appraisal value
   - Lessee disagrees with appraisal value

3. **Appraisals for land and site improvements completed**
   - Lessee agrees to costs
   - Lessee disagrees to costs

4. **OPTION TO TERMINATE**
   - Lessee must notify DNRC in writing to officially withdraw from sales process. Process is terminated.
   - DNRC prepares closing documents and schedules closing date
   - Closing

5. **Lessee signs Agreement to Sell Improvements**
   - Auction Date Set
   - Advertisement & Marketing & Open House
   - Auction notification to interested parties, posted on DNRC website
   - Lessee submits Offer to Purchase and Bid Deposit Receipt
   - Lessee withdraws from sale (must be within 10 calendar days of auction)
   - Lessee proceeds with sale
   - Public Auction

6. **Lessee agrees with appraisal value**
   - DNRC initiates cadastral survey and prepares legal access docs (easements)

7. **Lessee disagrees with appraisal value**
   - Lessee agrees with appraisal value
   - Appraisals for land and site improvements completed

8. **Lessee proceeds with sale**
   - Public Auction
   - DNRC prepares closing documents and schedules closing date
   - Closing

Updated 12/2021