

MEMBERSHIP CAMPING PUBLIC REPORT APPLICATION FORM

Use this form to submit an application to offer camping contracts for sale.

This application must be accompanied by:

- 1) A legible copy of membership campground map showing location of the campsites and significant facilities available for use by purchasers.
- 2) Policy of Title Insurance or Title Report dated no more than thirty days before receipt by the Department and which provides a true statement of the condition of the title to the campground property, including all encumbrances on the property. The policy or report must include the statement that "there are no further matters of record affecting the land" and must include the name and telephone number of the title examiner. Updated title reports may be required during the process of this application. Reports listing requirements may be rejected and updates required.
- 3) A legible copy of all recorded or unrecorded documents shown in the title report/policy or affecting the condition of title including, but not limited to, all options, leases, contracts of purchase, liens, encumbrances and trust agreements.
- 4) A copy of each type of membership camping contract to be sold. All contracts shall substantially contain the language set out in ARS 32-2198.05 to this application entitled Contract Disclosures. Your contract may need additional disclosures upon final review of this application.
- 5) A copy of any conditional use permit or any other major use permits indicating approval of the project by this State or a political subdivision of this State for each of the membership camping operator's camping projects located in this State. If the membership camping operator has no projects in this State, the same documents shall be provided for all out of state projects for which membership contracts are to be sold or offered for sale in this State.
- 6) Documents demonstrating legal and permanent access.
- 7) Approval of the water, sewer, and solid waste collection and disposal facilities from the Arizona Department of Environmental Quality (ADEQ), or their designee, for the campground. The approval **must** encompass the campground property and camping sites.
- 8) Copy of all advertising material to be used or proposed to be used. If none, provide a statement to that effect.
- 9) A Certificate of Good Standing issued by the Arizona Corporation Commission for each corporation (foreign or domestic) participating in this application as a principal, partner, or joint venturer owning 10 per cent or more. The date on the Certificate shall not be more than 1 year from the date of the application.
- 10) If a membership camping operator is a corporation, trust, limited liability company, partnership or joint venture, a copy of the legal documents creating the same (articles of incorporation, partnership/joint venture agreement, articles of organization, trust agreement). Limited partnerships must provide evidence of registration with the Arizona Secretary of State's Office.
- 11) Authorization for any individual(s) signing on behalf of the applicant (corporate resolution, operating agreement, partnership agreement, power-of-attorney), authorizing the signing of documents and correspondence relating to this application.
- 12) Financial statements of the membership camping operator prepared in accordance with generally accepted accounting principles and audited by an independent certified public accountant.
- 13) A copy of the agreement, if any, between the operator and any person owning, controlling or managing the campground.
- 14) Copies of documents, agreements or statements demonstrating that adequate financial or other arrangements acceptable to the Commissioner have been made for installation, completion and delivery of all improvements and facilities represented in this application.
- 15) A copy of the rules, restrictions or covenants regulating the purchaser's use or occupancy of and affecting the membership camping operator's properties.
- 16) Copy of the camping, club association bylaws as contemplated or currently in effect, if association is represented.

- 17) If the interest of the operator is evidenced by a lease, license, franchise or reciprocal agreement, provide a copy of said document and any amendments.
- 18) If the development(s) is located outside of Arizona, a copy of the domicile state's or country's public report, equivalent report or other approval document.

Once complete, this application and additional required documents should be submitted through our [Message Center](#) or [Licensee Login](#).

| MEMBERSHIP CAMPING OPERATOR | | | |
|---|----------|--------------------------------|-------------------------|
| Name of Applicant: | | Date qualified to do business: | |
| Business Address: | | | |
| City: | | State: | ZIP: |
| For each person with a 10% greater financial interest in this application, providing the following information. If you require more space, please attach an additional document to indicate additional owners. | | | |
| 1. | Name: | | Percentage of Interest: |
| | Address: | | |
| | City: | State: | ZIP: |
| 2. | Name: | | Percentage of Interest: |
| | Address: | | |
| | City: | State: | ZIP: |
| 3. | Name: | | Percentage of Interest: |
| | Address: | | |
| | City: | State: | ZIP: |

| SUBDIVIDER DISCIPLINARY ACTION DISCLOSURE | | | |
|---|------------------------------|------------------------------|-----------------------------|
| The applicant shall disclose whether the owner, agent, subdivider, officer, director or partner, subdivider trust beneficiary holding ten per cent or more direct or indirect beneficial interest or, if a corporation, any stockholder owning ten (10) percent or more of the stock in the corporation has: | | | |
| 1) Been convicted of a felony or misdemeanor involving fraud or dishonesty or involving conduct of any business or a transaction in real estate, cemetery property, time-share intervals or membership camping campgrounds or contracts. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 2) Been permanently or temporarily enjoined by order, judgment or decree from engaging in or continuing any conduct or practice in connection with the sale or purchase of real estate or cemetery property, time-share intervals, membership camping contracts or campgrounds, or securities or involving consumer fraud or the racketeering laws of this state. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 3) Had an administrative order entered against him by a real estate regulatory agency or security regulatory agency. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 4) Had an adverse decision or judgment entered against him involving fraud or dishonesty or involving the conduct of any business or transaction in real estate, cemetery property, time-share intervals or membership camping campgrounds or contracts. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 5) Disregarded or violated this chapter (Title 32, Chapter 20) or the rules of the commissioner pertaining to this chapter (Title 4, Chapter 28). | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| 6) Controlled an entity to which would cause them to answer "Yes" to any of the above questions. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If you answered "Yes" to any of the questions above, have you already disclosed the matter to the Arizona Department of Real Estate? | <input type="checkbox"/> N/A | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

SUBDIVIDER DISCIPLINARY ACTION DISCLOSURE

If you have disclosed it, indicate:

- Approximate Date of the Disclosure:
- Type of Disclosure:

If you have not disclosed it, use the [Disciplinary Document Checklist](#) to ensure that you submit a complete application, to include certified documents related to the disciplinary or criminal proceedings, except that a subdivider shall not be required to obtain and submit a valid Fingerprint Clearance Card. A subdivider that is a natural person will still be required to obtain and submit a valid Fingerprint Clearance Card.

CAMPGROUND

Name of Campground:

Mailing Address:

| | | |
|--|--------|--|
| City: | State: | ZIP: |
| Miles and Direction from Nearest Town: | | Best Route to Reach Campground: |
| Name of Nearest Civilian Airport: | | Miles and Direction from Nearest Civilian Airport: |

Geology, Climate, and Physical Conditions

| | | |
|---|------------------------------|-----------------------------|
| Do you know of any unusual safety factors or any proposed plans, private or governmental, for construction of any facility, which may cause a nuisance or adversely affect the land? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, explain their origin and whether they are proposed or existing, and whether temporary or permanent: | | |
| Do any unusual or unpleasant odors, noises, pollutants, or other nuisances affect the property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, fully explain their origin and whether they are proposed or existing, and whether temporary or permanent: | | |
| Describe any agricultural activities or conditions in the area which may adversely affect campground users, including any odors, cultivation and related dust, agricultural burning, application of pesticides, or irrigation and drainage: | | |
| State whether any of the campground is covered by water at any time during the year or is subject to hurricanes, floods, tornadoes, dust storms, earthquakes, mud slides, brush fires, forest fires, avalanches, volcanic eruptions, or other natural hazards. The existence, severity, and frequency of natural hazards should be fully explained: | | |
| Elevation: | General Weather Conditions: | |

| CAMPGROUND | | |
|---|-----------------------------|--|
| Summer Temperature Range: | Winter Temperature Range: | |
| Summer Temperature Average: | Winter Temperature Average: | |
| Annual Rainfall: | Annual Snowfall: | |
| Describe the physical characteristics of the land and any unusual factors which affect the land (e.g., level, hilly, rocky, loose soil, alkaline soil, etc.): | | |
| Is the campground subject to any known flooding or drainage problems? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, describe: | | |
| Describe the number and type of camping sites available: | | |
| Are reservations required? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, describe reservation procedures: | | |
| Describe policies relating to the availability of camping sites: | | |
| Describe the costs to use the camping sites: | | |
| Are there rules, restrictions, or covenants regulating the purchaser's use of the membership camping operator's properties? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, describe and state the provisions limiting the use or occupancy of the properties: | | |
| State whether and how the rules, restrictions, or covenants may be changed: | | |

| UTILITIES | | |
|---|--|--|
| Electricity | | |
| Is electricity available? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, state the name and address of the provider: | | |

UTILITIES

If not complete, state when it will be installed:

State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers:

Natural Gas

Is natural gas available? ☐ Yes ☐ No

If yes, state the name and address of the provider:

If not complete, state when it will be installed:

State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers:

Telephone

Is it available? ☐ Yes ☐ No

If yes, state the name and address of the provider:

If not complete, state when it will be installed:

State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers:

Propane Gas

Is it available? ☐ Yes ☐ No

If yes, state the name and address of the provider:

If not complete, state when it will be installed:

State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers:

Water

Is it available? ☐ Yes ☐ No

If yes, state the name and address of the provider:

If not complete, state when it will be installed:

State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers:

Sewage Disposal

Is it available? ☐ Yes ☐ No

| UTILITIES | | |
|---|---------------------------------|----------------------------------|
| If yes, state the name and address of the provider: | | |
| If not complete, state when it will be installed: | | |
| State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers: | | |
| Is there a dump station in the campground for disposal of liquid waste from RVs and trailers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Refuse Collection | | |
| Is it available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, state the name and address of the provider: | | |
| If not complete, state when it will be installed: | | |
| State all costs a purchaser will be responsible to pay in order to receive or use the service or facility and state whether the service or facility is or will be available to nonpurchasers or nonmembers: | | |
| Emergency Service (Fire, Police, Medical) | | |
| Are they all available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, state the name and address of the providers: | | |
| Is 24-hour access provided for emergency vehicles? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Roads Providing Access to Campground | | |
| Is legal and permanent access provided to the campground and to all camping sites within the campground over terrain, which may be traversed by conventional two (2) wheel drive automobiles? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are exterior roads public or private? | <input type="checkbox"/> Public | <input type="checkbox"/> Private |
| If private, describe what provisions have been made to assure purchaser of a legal right to use the private access roads: | | |
| Are exterior roads complete? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Who is responsible for their completion? | | |
| What is the estimated date of completion? | | |
| What type of surfacing? | | |
| Who is responsible for road maintenance? | | |
| If the city or county are to maintain the exterior roads, when will they be accepted for maintenance? | | |
| What costs, if any, will a purchaser be required to pay toward road maintenance? | | |

| UTILITIES | | |
|--|---------------------------------|----------------------------------|
| Interior Roads within the Campground | | |
| Are interior roads public or private? | <input type="checkbox"/> Public | <input type="checkbox"/> Private |
| Can nonpurchasers or nonmembers use them? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Who is responsible for their completion? | | |
| What is the estimated date of completion? | | |
| What type of surfacing? | | |
| Who is responsible for road maintenance? | | |
| If the city or county are to maintain the exterior roads, when will they be accepted for maintenance? | | |
| What costs, if any, will a purchaser be required to pay toward road maintenance? | | |
| Lakes and Streams | | |
| Are lakes and streams available for recreational use? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please identify their location and describe their uses: | | |
| If fishing is permitted, are licenses required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are these facilities available to nonpurchasers or nonmember? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Campground Improvements | | |
| List the nature of any other campground improvements or significant facilities to be installed by the operator and included in the campground offering, including but not limited to, all common, community, and/or recreational facilities: | | |
| What is the estimated date of completion? | | |
| Who is responsible for maintenance and expenses of the above? | | |
| What costs, if any, will the purchaser be required to pay for use and toward maintenance of the above? | | |
| Which of these facilities are available to nonpurchasers or nonmembers? | | |
| Additional Utilities Questions | | |

UTILITIES

What arrangements have been made to assure the completion and delivery of the utilities, services, improvements, and facilities listed above:

Were you required to have your arrangements approved by the local political subdivision? If yes, attach the approval.

☐ Yes

☐ No

What arrangements have been made to assure the continued maintenance and availability of the utilities, services, improvements, and facilities listed above:

Provide the location of each of the membership camping operator's parks and a brief description for each park of the significant facilities currently available for use by purchasers and those which are represented to purchasers as being planned, together with a brief description of any significant facilities that are or will be available to nonpurchasers or nonmembers:

SALES

What is the total number of membership camping contacts intended to be sold in this state?

What method was used to determine this number and that the campground will not be oversold?

Do you commit to the Arizona Department of Real Estate that the above total number will not be exceeded unless it is disclosed by an amendment to your public report?

☐ Yes

☐ No

Describe how membership camping contracts will be sold and what documents will be utilized in the sale of campsites:

If membership camping contracts are sold with different privileges or duration, list each type of contract and the approximate number of each type to be sold:

Describe the purchase price of each type of contract to be used:

If prices vary, describe the reason for variance:

Provide a statement of the nature of the purchaser's right or license to use the membership camping operator's property or facilities:

What are the grounds and procedures for forfeiture of a purchaser's membership camping contract?

SALES

Do purchasers have a right to appeal these procedures and how do they appeal?

Describe any restraints on the transfer of the membership camping contract:

Where will monies paid by the membership camping purchaser be held?

When will deposit monies paid by the purchaser be released to the operator and under what terms and conditions?

Broker Responsible for Sales

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Location of Sales Records

Name of Custodian: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

CONDITION OF TITLE

Holder of Record Title to the Campground Property:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Additional Questions

If the membership camping operator is not the owner of the campground property, describe the operator's right to use the camping properties represented to be available for use by purchasers, together with the duration of any lease, license, franchise, or reciprocal agreement entitling the membership camping operator to use the property, and any material provisions of any agreements which restrict a purchaser's use of the property:

Are there any Mortgages, Deeds of Trust, Trust Agreements, Leases or other encumbrances against the property? If yes, complete the following questions:

☐ Yes

☐ No

Name of Holder: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Amount of Indebtedness: _____ Release Cause: _____

Has the lien or encumbrance holder executed a non-disturbance agreement? If yes, provide a duly recorded copy.

☐ Yes

☐ No

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Questions regarding this communication can be sent to Mandy Neat, ADRE Deputy Commissioner, at 602-771-7724 or online through the ADRE Message Center

| CONDITION OF TITLE | | |
|---|------------------------------|-----------------------------|
| Has each person who holds an interest in an encumbrance affecting the campground executed an agreement to subordinate his rights to the rights of the membership camping purchasers? If yes, provide a copy of the agreement. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there any balloon payments for these encumbrances? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, describe: | | |
| | | |
| Are any of the referenced financial obligations in default? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, describe: | | |
| | | |

| MANAGEMENT AND BUDGET | | | |
|--|--------|------------------------------|-----------------------------|
| Who will Manage the Campground? | | | |
| Name: | | Phone: | |
| Address: | | | |
| City: | State: | ZIP: | |
| Is there a management agreement between the operator and the manager? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will a copy of the agreement be available for review by the purchaser? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Briefly describe the duties and responsibilities of the manager: | | | |
| | | | |
| Is the manager bonded? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Budget | | | |
| What is the annual budget for revenues, expenditures, and reserves, and what is the amount of assessments necessary to cover expenses for the management, operation, and maintenance of the campground and its facilities? | | | |
| | | | |
| Will annual assessments be adequate to maintain the campground and service and debts? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| What percentage of total sales contracts will generate enough assessments for debt service and campground maintenance? | | | |
| | | | |

| TAXES AND ASSESSMENTS |
|--|
| What is the approximate amount of real property taxes for the campground property? |
| |
| Who is responsible to pay the taxes? |
| |

TAXES AND ASSESSMENTS

How are the taxes paid?

What is the campground purchaser's responsibility, if any, toward the payment of property taxes?

Is the campground property or any part of the campground property located within the boundaries of an existing or proposed special district, entity, taxing area, or assessment district, which will levy taxes or assessments against the campground property?

☐ Yes

☐ No

If yes, describe the purpose of the district or taxing area:

What is the approximate annual amount of these taxes or assessments?

Who is responsible for paying these taxes or assessments?

How will these taxes or assessments be paid?

What are the campground purchaser's responsibilities toward payment of these taxes and assessments?

Is there or will there be an association of membership camping contract owners?

☐ Yes

☐ No

If yes, provide its name, purpose, membership requirements, and assessment responsibilities:

What is the amount of assessments the purchaser must pay and how are they payable?

If applicable, is the association formed and in operation?

☐ Yes

☐ No

When and under what conditions, if any, will control of the association be released by the membership camping operator?

Other than as stated above, are there any other special assessments, taxes, or fees to be paid by the buyer?

☐ Yes

☐ No

If yes, explain:

EXCHANGE PROGRAMS

Is the campground part of an exchange program?

☐ Yes

☐ No

Program Name:

Program Phone:

Program Address:

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Questions regarding this communication can be sent to Mandy Neat, ADRE Deputy Commissioner, at 602-771-7724 or online through the ADRE Message Center

EXCHANGE PROGRAMS

| | | |
|--|--------|---|
| City: | State: | ZIP: |
| Describe the terms and conditions of the program for the exchange of the right to use the facilities of other campgrounds represented to be available to the membership camping purchaser: | | |
| Is this program dependent upon the membership camping operator's continued affiliation with the program? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the membership camping purchaser's participation in the program voluntary or mandatory? | | <input type="checkbox"/> Voluntary <input type="checkbox"/> Mandatory |
| What fees will the purchasers have to pay for this program? | | |
| What fees will the operator have to pay for this program? | | |
| Is the membership camping purchaser's contract with the exchange company separate and distinct from the membership camping contract? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the exchange arranged on the basis of available space and are there any guarantees of fulfilling a specific request for an exchange? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

APPLICANT ATTESTATION

| | |
|--|-------|
| I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at azleg.gov . | |
| Applicant Signature: | Date: |

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.