



Transferring Ownership of Cabins on National Forest System Land

Naches Ranger District

Permits and Transfers

- Recreation Residence (Cabin) permits are restricted to one legal owner (the holder). The Holder of record with the Forest Service must be either an *individual, married couple, or an approved revocable living trust*. Cabins owned by multiple parties should choose an individual/couple to be the designated permit holder.
Please note - *Multiple cabin permits cannot be issued to the same household, person, or trust.*
- Submission of following documents is required for the transfer. If a sale is being handled by a title/escrow company, they may collect and submit them for you.
 1. A completed form **FS-2700-3a**, also known as the “Transfer Form”. Receipt of this form by the Ranger District initiates the transfer process.
 2. A copy of the ownership reassignment document (bill of sale, probate judgment, etc.)
 3. Trust Documentation for review, if ownership is being placed in a Revocable Trust. Please contact the Permit Administrator for the approved format.
- An inspection of the permit area may be required to ensure that all “improvements” on the lot are approved, and nothing needs to be addressed.
- Any outstanding fees on the current permit must be paid in full prior to transfer. If you are working with an escrow/title company, they may handle collection and payment for you.
- Permits are transferred for the duration of the current permit’s term. All Recreation Residence Permits are currently set to expire in 12/31/2028; prior to that date the reissuance process will be conducted. The permits reissued at that time will be for a 20-year term.

Fees

- There will be a one-time Fee for Transfer billed to the new owners. If you are working with an escrow/title company, they may handle collection and payment for you.
Please note - *Even if the cabin is remaining within the same family, if the Holder of record is changing a transfer fee is generated.*
- An Annual Use Fee is assessed to each permit on Forest Service Land, this is not the same as the annual State and County taxes. Bills for the upcoming calendar year are sent out between October and November to the Permit Holder of record and due

January 1st.

- Yakima County will assess property taxes on the structures as personal property. The Washington State Department of Revenue will also assess a Leasehold Excise Tax, a percentage of the billed Use Fee. The Forest Service does not handle or collect these fees.

A note on Permitted Use for new or prospective owners:

- Recreation Residences are not permitted to be a primary or long-term residence. Occupancy of this nature is considered non-compliance with the Permit terms.
- Recreation Residences are not to be used or advertised as Vacation Rentals. Rental of a Recreation Residence is not allowable, and owners of cabins found on sites like Airbnb or VRBO will be notified to remove the posting.
- Cabin owners are encouraged to read and familiarize themselves with their Permit and the Operations and Maintenance Plan they receive along with it. These documents contain important information relating to the cabin program for owner/permit holders.

If you have any questions, please contact one of the Naches Ranger District Special Uses Resource Specialists at 509-653-1401.