

SEAL BEACH MUTUAL NO. FIVE

ADMINISTRATIVE SERVICES

Pre- Listing Inspections

- 1 The OCCUPANCY AGREEMENT requires that prospective sellers of Mutual stock obtain
2 an INTENT TO WITHDRAW form and turn it in to Stock Transfer before the stock is listed
3 for sale. Mutual Five requires that any broker or agent accepting a listing of Mutual Five
4 stock must wait to list a unit until the following steps are completed:
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6 **1.** A PRE-LISTING INSPECTION will be generated after the INTENT TO WITHDRAW form
7 has been signed by the Mutual Five president or another officer.
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9 **2.** The PRE-LISTING INSPECTION will take place after the INTENT TO WITHDRAW has
10 been sent to Physical Properties. The inspection report will be forwarded to the listing
11 agents.
12
13 **3.** Listing agents shall not advertise, post signs, or install lock boxes on a Unit until the PRE-
14 LISTING INSPECTION report is received.
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16 **4.** NEW BUYER ORIENTATIONS will not be scheduled until Steps 1-2 are completed.
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18 **5.** For sale signs that have been posted in units prior to the completion of Steps 1-2 will be
19 removed by the Mutual.
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Document History

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