

**SEAL BEACH MUTUAL NO. FIVE****Shareholders Regulations – Caregivers Procedure****1. Application for Caregiver Position**

- 1.1. An authorized Mutual 5 resident, or their legally appointed representative, must submit a Resident Request for Caregiver form to the GRF Stock Transfer Office that indicates whether the caregiver will support the Authorized Resident's needs as a residential caregiver or non-residential caregiver. The form stipulates the authorized resident's responsibility for the caregiver's actions and/or violations of Mutual 5 policies, and acknowledges responsibilities for anticipated expenses associated with the caregiver's residency in Mutual 5 property.
- 1.2. All individuals seeking caregiver authorization in Mutual 5 must submit, in person, to the GRF Stock Transfer Office, all the following items:
  - 1.2.1. A government-issued photo identification card;
  - 1.2.2. A completed Application for Caregiver Permit (available online at LWSB.com.).
  - 1.2.3. A signed statement that the applicant has not been convicted of a felony, or a misdemeanor involving moral turpitude.
- 1.3. The Mutual 5 president or vice president will approve or reject an individual's application for caregiver status within 10 days from the receipt of all required resident and caregiver documentation by the GRF Stock Transfer Office.
- 1.4. The Mutual 5 Caregiver Authorization is valid for a maximum of six months, and must be renewed at the GRF Stock Transfer office prior to the six-month anniversary date of the previous submission of the caregiver application form.

**2. Application for a GRF entry authorization**

- 2.1. To obtain a GRF entry pass that permits pedestrian access to Leisure World Seal Beach, all caregivers must submit to the GRF Security Office a Caregiver Authorization form approved by the Mutual 5 Board of Directors.
- 2.2. To obtain a GRF entry pass that permits vehicle access to Leisure World Seal Beach, all caregivers must submit to the GRF Security Office the following documents:
  - 2.2.1. A Caregiver Authorization form approved by the Mutual 5 Board of Directors;
  - 2.2.2. A valid state-issued driver's license;
  - 2.2.3. A valid vehicle registration form; and
  - 2.2.4. Documentation of the vehicle's insurance.

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2.3. A caregiver’s entry pass is valid for up to three months, and must be renewed prior to March 31, June 30, September 30, and December 31 each year.

**Document History**

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