

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

Patio/Estate Sales

The following instructions must be followed when requesting to conduct an Estate Sale:

1. Complete four (4) copies of the “Request for Permission to Conduct Estate Sale” (page 2 of this policy) and three copies of “Estate Sale Inventory” (pages 3 and 4 of this policy):
 - 1.1 Give one copy of each form to Mutual President at time of approval.
 - 1.2 Give one copy of “Request for Permission to Conduct Estate Sale” to the Golden Rain News, if advertising the sale in the News.
 - 1.3 Give one copy of “Request for Permission to Conduct Estate Sale” to Security Dept.
 - 1.4 Post copy of “Estate Sale Inventory” at place of sale.
2. Provide one (1) copy of a sales contract or agreement to Mutual Rep. at time of approval.
3. Selling agent must show proof of Seal Beach Business License for person conducting sale (business license not required if person conducting sale is an immediate family member). Person conducting sale must be present at sale site at all times
4. Provide either of the following:
 - 4.1 Proof that a “Notice of Intention to Withdraw” form has been completed and submitted to the Stock Transfer Office.
 - 4.2 For a deceased resident, a copy of a death certificate for a deceased resident or for a living resident, a document that certifies that living resident is in an assisted living facility and does not plan on returning to the unit.

Document History					
Adopted:	17 Feb 2010	Amended:			
Keywords:	Patio/Estate Sales	Rule/Form			

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REQUEST FOR PERMISSION TO CONDUCT AN ESTATE SALE

TO: BOARD OF DIRECTORS, SEAL BEACH MUTUAL

FROM: _____ (Person Conducting Sale)

SUBJECT: REQUEST TO HOLD AN ESTATE SALE

At Address _____ Apt. # _____

Date(s) _____ between 9 a.m. and 3 p.m.

I am (check one): () Resident Shareholder (at above address) () Executor () Nonres.Co-Owner

() Other (please explain) _____

Upon approval, I agree to:

1. See the Mutual Representative after completing this page and the inventory form.
2. Provide an approved copy of this form to the Golden Rain News, if placing an ad with them.
3. Provide nonresident shoppers' full names, vehicle make and license number along with an approved copy of this form, to the Security Department and to accept the responsibility, as my personal guests, anyone admitted to Leisure World for the purpose of attending the sale.
4. Be responsible for damage or liability as a result of the sale activities.
5. Minimize inconvenience or disturbances to neighboring residents.
6. Complete the attached brief inventory of the "major" items to be sold.
7. Provide a signed copy of the inventory to the Mutual Representative and post a copy of inventory at the sale site.

I am aware that the purpose of this sale is to assist in vacating an apartment and that NO merchandise or personal items may be added to the possessions of the owner/former owner or made a part of this sale. ***I understand that a representative of the Mutual may inspect the sale and that the sale can be stopped immediately if there is deviation from this agreement.*** I agree not to add or bring any goods or merchandise to this sale. I understand that I can be barred from holding any sales in Leisure World for a period of one year if I deviate from this agreement.

Date _____ Signature _____

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Mutual Approval – *To be completed by Mutual Director*

Director's Name _____ () Approved () Disapproved

Date _____ Signature _____

cc: () Mutual () Responsible Party () Golden Rain News () Security Department

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Mutual _____ Apt. # _____

ESTATE SALE INVENTORY

Name _____ Address _____

Living Room Area: **Description (color, type of wood, size, make, etc.)**

- # _____ Couch(es) / Sofa(s) _____
- # _____ Chair(s) _____
- # _____ Table(s) _____
- # _____ Cabinet(s) _____
- # _____ Lamp(s) _____
- # _____ Television(s) / Radio(s) _____
- # _____ Picture(s) / Mirror(s) _____
- # _____ Clock(s) _____
- # _____ Other _____
- # _____ Other _____

Bedroom(s): # of Bedrooms: Circle One: One Two

- # _____ Beds _____
- # _____ Dresser(s)/High-Boy(s) _____
- # _____ Bookcase(s)/Cabinet(s) _____
- # _____ Chair(s) _____
- # _____ Secretary / Desk(s) _____
- # _____ Nightstand(s) / Table(s) _____
- # _____ Lamp(s) _____
- # _____ Picture(s) / Mirror(s) _____
- # _____ Bed Linens _____
- # _____ Jewelry _____
- # _____ Other _____
- # _____ Other _____

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Patio/Estate Sales

Mutual _____ Apt. # _____

Kitchen:

- # _____ Table with _____ Chairs _____
- # _____ Microwave or Toaster Oven _____
- # _____ Small Appliances, i.e. blender _____
- # _____ Dishes _____
- # _____ Flatware _____
- # _____ Pots and Pans _____
- # _____ Other _____
- # _____ Other _____

Bathroom:

- # _____ Linens _____
- # _____ Picture(s) / Mirror(s) _____
- # _____ Other _____
- # _____ Other _____

Miscellaneous:

Signed: _____ Date _____ Phone _____
Owner/Executor Signature