

## **MUTUAL OPERATIONS**

### **ADMINISTRATIVE SERVICES**

#### **Stock and Membership Transfers Outside Escrows**

1. Internal "Request for Stock Transfer Outside Escrow" form is completed by Member and submitted to Mutual's authorized representative for approval (usually president or Vice President).
2. After approval of the transfer, the old certificates are cancelled and new certificates and Occupancy Agreement area issued for signatures of the appropriate Board officers.
3. The certificates and a copy of the Occupancy Agreement area mailed to the Member by certified mail with a return receipt requested, completing the transfer.

The Stock Transfer Office also maintains a record of all transfers and information available.