

## **MUTUAL OPERATIONS**

### **RESIDENT REGULATIONS**

#### **Estate Sales – Mutual Fourteen**

Estate sales may be conducted in Mutual Fourteen provided that they are conducted in accordance with this policy. The person conducting the estate sale must:

1. Complete a “Request for Permission to Conduct Estate Sale (page 2) and make four copies available for distribution:
  - a. Give one copy to each: (1) Mutual president, (2) Mutual representative in the area of the estate sale, (3) Security Department, and (4) the GRF News Office, if advertising in the News.
2. Complete an “Estate Sale Inventory” (page 3 of this policy) and make three copies available for distribution:
  - a. Give one copy to each: (1) Mutual president, (2) Mutual representative in the area of the estate sale, (3) For posting at the place of sale.
3. Obtain permission from the Mutual president to conduct an estate sale or, in the absence of the president, an officer. Mutual president must be notified of sale if permission is obtained from an officer. An officer may not approve his or her own sale.
4. Provide one of the following items:
  - a. Proof that a “Notice of Intention to Withdraw form has been completed and submitted to the Stock Transfer Office, or
  - b. For a deceased shareholder, a copy of the death certificate; for a living shareholder, a document certifying that the shareholder is in an assisted living facility and does not plan on returning to the apartment.
5. If the estate sale is conducted by someone who is not an immediate family member of the shareholder, the third-party must:
  - a. Provide a copy of the sales contract or agreement to the Mutual president or officer at the time of approval.
  - b. Show proof of his or her Seal Beach Business License to conduct the estate sale.
  - c. Be present at the estate sale at all times.

(May 10)

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**Estate Sales – Mutual Fourteen**

**Request for Permission to Conduct Estate Sale** - *To be completed by person conducting sale*

**TO: BOARD OF DIRECTORS, SEAL BEACH MUTUAL** \_\_\_\_\_

*I hereby request permission 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 ( ) Nonresident Co-Owner  
( ) Other (please explain) \_\_\_\_\_

**Upon Approval, I agree to the following:**

- a) To provide an approved copy of this form to the Golden Rain News, if placing an ad with them.
- b) To 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.
- c) To be responsible for damage or liability as a result of the sale activities.
- d) To minimize inconvenience or disturbances to neighboring residents.
- e) To complete the "Estate Sale Inventory" form (page 3 of this policy), which shows the "major" items to be sold.
- f) To give completed "Estate Sale Inventory" form to the Mutual president, the Mutual director in the area of the sale, and to post a copy at the sale.

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 \_\_\_\_\_

**Mutual Approval** – *To be completed by Mutual Director*

Director's Name \_\_\_\_\_ ( ) Approved ( ) Disapproved

Date \_\_\_\_\_ Signature \_\_\_\_\_

cc: ( ) Mutual President ( ) Mutual Director in area of sale ( ) Security Department ( ) News Office if advertising

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**ESTATE SALE INVENTORY**

**MUTUAL \_\_\_\_\_ APT. # \_\_\_\_\_**

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 \_\_\_\_\_

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

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

**Kitchen:**

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

**Bathroom:**

- # \_\_\_\_\_ Linens \_\_\_\_\_
- # \_\_\_\_\_ Picture(s) / Mirror(s) \_\_\_\_\_
- # \_\_\_\_\_ Other \_\_\_\_\_

**Miscellaneous:**

Signed: \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Owner/Executor Signature

**MUTUAL ADOPTION**

**FOURTEEN: 07-12-90**

(May 10)

**AMENDMENTS**

**07-27-90, 06-13-01, 05-25-10**