

MUTUAL OPERATIONS**RESIDENT REGULATIONS****Estate Sales – Mutual Four**

An “Estate Sale” is a sale of personal property, held in a shareholder’s apartment. The Sale may be conducted by the shareholder, a member of the shareholder’s family, or by a professional estate liquidator.

The following instructions must be followed to hold an Estate Sale:

1. Complete four (4) copies of the *Estate Sale Information Form* and three (3) copies of *Estate Sale Inventory Form*, obtained from Stock Transfer Office.
2. Give one copy of each form to the Mutual Director at least one week in advance of the Sale date.
3. Give one copy of each form to *The NEWS*, at least one week in advance of the sale, if advertising the Sale in *The NEWS*.
4. Give one copy of the *Information Form* to the Security Department at the Main Entrance Security Office at least two days in advance.
5. Post a copy of the *Estate Sale Inventory Form* at place of Sale.

An Estate Sale shall be held at the same address no more frequently than every six months.

An Estate Sale may last no more than two consecutive days, Thursday and Friday or Friday and Saturday, between the hours of 9:00 a.m. and 3:00 p.m.

Two *Estate Sale* signs are permitted: one at the Sale location, and one leading from a main Trust street. These signs MUST be removed immediately after conclusion of the Sale.

ESTATE SALE INFORMATION FORM on next page**MUTUAL ADOPTION****AMENDMENTS:**

FOUR: 02-10-16

(Feb 16)

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ESTATE SALE INFORMATION FORM

TO: **MUTUAL FOUR DIRECTOR** _____

FROM: _____ **(person conducting sale)**

At location: _____

Date of sale: _____ between 9 a.m. and 3 p.m.

I am (check one): Shareholder Resident _____ Executor _____ Other _____

Upon approval, I agree to:

- a) See the Mutual Representative after completing this page and the inventory form.
- b) Provide an approved copy of this form to *The NEWS*, if placing an ad with them.
- c) 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.
- d) Be responsible for damage or liability as a result of the sale activities.
- e) Minimize inconvenience or disturbances to neighboring residents.
- f) Complete the attached brief inventory of the "major" items to be sold.
- g) Provide a signed copy of the inventory to the Mutual Representative and post a copy of inventory at the sale site.

Date _____ Signature _____

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MUTUAL NOTIFICATION CONFIRMATION

Director's Name _____

Date _____ Signature _____

cc: () Mutual () Responsible Party () *The 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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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