

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Apartment Pre-Sale Cleanup

This policy shall be provided by Stock Transfer to the shareholder or agent filing the Intent to Withdraw. It is for the information of all shareholders, relatives, heirs or Trustees of an estate who will be involved with the disposition of a Mutual Twelve apartment.

The Physical Property Inspector will post a copy of this policy in the apartment during the pre-inspection.

1. If the apartment is to be sold, a "Notice of Intention to Withdraw" must be filed with the Stock Transfer Office in the Administration Building. This form can be obtained from your realtor or escrow company.
2. For the disposal of trash, use the trash bins located at the ends of the carports. All trash must be completely contained within these trash bins. Discarded items may not be left outside the trash bins. For large items that cannot be contained within these trash bins, a large dumpster is located in the garden area at the northwest corner of Leisure World on Nassau Street (behind Mutual Nine). Contact a Director of the Mutual for assistance if you are unfamiliar with the area (a list of Directors can be found in the laundry room).
3. Paint and other combustibles or chemicals may not be placed in any trash dumpster within Leisure World, but items of this type and liquids containing hazardous materials may be disposed of free of charge at a hazardous waste facility. Contact: Huntington Beach Hazardous Waste Collection Center at (714) 847-3581 for information (on Nichols Street, west of Beach Boulevard and south of Warner Avenue), or the Orange County Integrated Waste Management Department at (714) 834-6752.
4. Refrigerator must be emptied and washed inside and out, be turned off, and the doors propped open to vent and dry the interior. **If the refrigerator doors are not propped open, the refrigerator must be left on.**
5. All food products must be removed from the cupboards and disposed of properly. Mutual Four: All food products must be removed from the apartment.

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- 6. Cook top must be cleaned, and grease or drippings removed from under the burners. Exhaust filter must be thoroughly washed, or replaced. Replacement filters may be obtained through the Golden Rain Foundation Purchasing Department located at the west end of Golden Rain Road.
- 7. Oven must be cleaned, and the grates and broiler pan/cover thoroughly washed.
- 8. Kitchen and bathroom countertops, sinks, tub, shower enclosures and toilets must be thoroughly cleaned.
- 9. Interior surfaces in apartment are to be cleaned, and the carpet vacuumed.
- 10. Trash must be removed from the apartment and patio area to avoid attracting bugs and/or rodents.
- 11. Only patio furniture may be left on the patio during this interim period.
- 12. Electricity must be left on during the sale period to allow the electric smoke detector system to remain operational.
- 13. Carport storage locker must be cleaned out and left unlocked.
- 14. For additional assistance or information, please contact a Board member.

Your signature below indicates that you have read and understand the policy and guidelines for Mutual Twelve.

Print Name of Seller/Executor

Signature of Seller/Executor

Print Name of Agent

Signature of Agent

MUTUAL ADOPTION
TWELVE: 01-09-14

AMENDED