



**THIRD MUTUAL**  
**LOW-FLOW TOILET(S) AND/OR**  
**WATER HEATER (LIKE-FOR-EQUIVALENT)**  
**REPLACEMENT FORM**

This form shall be completed by the member of record or authorized designee and submitted to Manor Alterations.

Please check the applicable box for replacement:

Toilet(s) Bathroom - Master      Guest 1      Guest 2  
Water Heater

Once the completed form is submitted, the member will receive a confirmation email from Manor Alterations, including an assigned receipt number. Members must retain this receipt number and form for their records. If a confirmation email is not received, please contact Manor Alterations at [alterations@vmsinc.org](mailto:alterations@vmsinc.org) or 949-597-4616.

The undersigned, a member of Third Laguna Hills Mutual, hereby submits this completed form in order to document the manor alteration described herein. Said alteration shall be performed in accordance with City of Laguna Woods code and the mutual policies. A duly licensed and insured contractor shall perform all code required work, as identified by city permit, and which is incorporated herein.

**ALL (\*) denotes required to be filled in BEFORE submission to City for Permit**

- I confirm that I am a member of Third Mutual.\*
- The undersigned acknowledges that the above alterations have been made as described above and the undersigned also agrees to all of the stipulations stated above.\*

**"LIKE-FOR-EQUIVALENT" ALTERATION DESCRIPTION**

"Like-for-equivalent," alterations are inclusive of the same size envelope and location, same power connection, voltage, amperage, function, flow and plumbing connections outside of the wall. Any alterations beyond the "like-for-equivalent" scope will require a Mutual Consent and City permit. If you have any questions, please contact Manor Alterations.

**\*\*LIKE-FOR-EQUIVALENT Low Flow Toilet(s) and Water Heater replacements require a permit from The City of Laguna Woods Building Permits Office. Please print a copy of your completed form (which will be sent to you via e-mail once submission is made) and take to the City of Laguna Woods Building Permits Counter located at 24264 El Toro Road, Laguna Woods, CA 92637.\*\***

City of Laguna Woods Permit Counter hours of operation:

Monday through Friday, 7:30 a.m. to 2:30 p.m. (closed 12 to 1 p.m. and holidays)

Please contact the City of Laguna Woods for further information at 949-639-0500.

**Existing installation:** Please provide the make and model or flow capacity of existing component(s)/material(s). \*

Type here:

### OWNER/MEMBER WAIVER

By accepting the Terms & Conditions on this form, I understand and acknowledge that I am responsible for the actions of myself and/or my contractor(s). I also understand and acknowledge that I am responsible for any repercussions, damages, claims, fines or violations that result from the actions or inactions of myself and/or my contractor(s) regarding this installation/alteration. I also agree to be responsible for any damages to my manor and/or my neighbor's manor as a result of these alterations/modifications. I also release Third Laguna Hills Mutual from any liability as a result of these alterations/modifications.

Full Name \*

Manor Number \*

Resident ID \*

Email \*

Phone Number \*

Please enter a valid phone number.

### (To be provided AFTER Installation)

**New installation:** Please provide the make, model and serial # of new Water Heater and/or make and flow capacity of toilet replacement.

Type here:

City Permit Number:

Serial Number:

A copy of your 'Finaled' City Permit (front and back pages) should be attached along with this completed form with your email submission.

**Please submit completed form and city permit to**  
[Alterations@vmsinc.org](mailto:Alterations@vmsinc.org).

**With subject line: 'Third Water Heater (and/or Toilet) Replacement: >MANOR NUMBER<'**