



**ESTATE SALE / SALE WITH NON-RESIDENT GUESTS  
WRITTEN AUTHORIZATION**

This document must be submitted to the Community Access department at least four (4) business days in advance of the sale. The Golden Rain Foundation (GRF) via Resolution 90-12-134 REVISED APRIL 2015, RESOLUTION 90-15-28 established the following rules regarding Estate Sales, and Sales with Non-Resident Guests.

1. Fees to offset administration and security costs are \$50 for the first day, and \$40 for each subsequent day, payable upon approval of the application.
2. The sales representative must complete a Gate Clearance Flyer with Tear-Off for the event.
3. All non-residents guests, coming into the Community to visit the sale, must complete the Visitor Information section of the form and present it to the Gate Ambassador for entry into the Community.

Estate or Member Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date(s) of Sale:      Beginning: \_\_\_\_\_      Ending: \_\_\_\_\_

Time of Sale:      Beginning: \_\_\_\_\_      Ending: \_\_\_\_\_

Sale Organizer/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The person(s) signing this contract legally represents the property and requests that non-residents of Laguna Woods Village be permitted to attend the sale, and agrees to the rules and regulations as set forth by GRF.

\_\_\_\_\_  
SIGNATURE OF ESTATE REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE: (OWNER/TRUSTEE/EXECUTOR/ETC.)

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

**For Office Use Only**

First Day Fee	\$ 50.00	SC71
Additional Days _____ days x \$40.00 per day	\$ _____	SC72
TOTAL:	\$ _____	

Village Management Services, Inc. P.O. Box 2220, Laguna Woods, California 92654  
Resident Services: 949-597-4600 Email: residentservices@vmsinc.org



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## **RULES AND REGULATIONS**

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To obtain authorization to conduct a sale to which non-resident guests are invited, the following rules and regulations must be followed:

1. Complete the Estate Sale / Sale with Non-Resident Guests Written Authorization, and submit it to Community Access along with the Gate Clearance Flyer with Tear-Off, and payment of applicable fees. Checks made out to GRF are preferred, but cash is accepted.
2. The sale may be held any day of the week.
3. No sale will begin before **10:00 A.M.** or last past **3:00 P.M.** For sales at clubhouses, hours are 8:00 A.M. to 10:00 P.M. **Reminder; there are NO tear-off flyer events at clubhouses.**
4. Sale merchandise is strictly limited to those items provided by the owner/member. Bringing additional merchandise from other locations is strictly prohibited, with the exception of sales at clubhouses.
5. The owner/member(s) or his/her authorized agent(s) or legal representative must advise persons attending sale of the following:
  - **Cars must be legally parked or they may be subject to tow.**
  - **No disturbances to neighbors should occur during the sale.**
6. The owner/member(s) are responsible for non-resident's guests' conduct including any disturbance or damage to Mutual property that occurs as a result of the sale.
7. No signs advertising the sale at a manor may be posted on GRF property. Signs may be posted at the clubhouses, visible from parking lots and streets, with a City of Laguna Woods permit.
8. All sale items must be sold inside the property or the manor's garage (no carports). Sale items are not to be visible from the outside. Sale items may be sold from inside clubhouses, and on clubhouse patios.
9. Non-residents, who submit the Tear-Off portion of the flyer, will be admitted promptly at 10:00 A.M. at the gate. Entry is permitted at 8:00 A.M. for sales at clubhouses. Non-residents without the Tear-Off will not be permitted entry. Non-residents shall leave the community, when they have completed their purchasing or the sale is over.
10. Any authorized agent, who fails to adhere to these rules, shall lose his/her business pass.
11. Questions should be directed to Resident Services at **(949) 597-4600.**



Laguna Woods Village®

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**“LAGUNA WOODS VILLAGE” MAY  
NOT BE INCLUDED IN  
THE FLYER.  
THIS AREA IS FOR THE EVENT  
INFORMATION  
TO BE SHOWN AS USUAL FOR TYPICAL  
FLYERS.  
GATE CLEARANCE IS STILL REQUIRED.**

The following information is required to be detached and presented to the Gate Ambassador to gain access to the Community for this event.

**Event Information:**

Event Type: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Visitor Information:**

Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Make/Model/Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_



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**RESOLUTION 90-12-134  
REVISED APRIL 2015. RESOLUTION 90-15-28**

**WHEREAS**, estate sales and sales advertised to non-resident guests conducted at manor residences, and not at GRF facilities, provide residents within the Community the opportunity to dispose of unwanted personal goods; and

**WHEREAS**, such sales, which attract non-residents to the Community, occasionally cause traffic and other disruptions which may impact other residents;

**NOW THEREFORE BE IT RESOLVED**, April 7, 2015, the Board of Directors of this Corporation hereby approves a new service level to monitor and document estate sales and sales with non-resident guests, and further establishes a \$50 fee for the first sale day and \$40 for each subsequent day, effective January 1, 2013; and

**RESOLVED FURTHER**, that the fee, payable by the event sponsor, shall be used to offset Staff's time required to process an Estate Sale / Sale With Non-Resident Guests application and for Security to patrol the area of the sale to ensure traffic flow is not hampered and other disruptions are not impacting the residents; and

**RESOLVED FURTHER**, in addition to the "Estate Sale/ Sale with Non-Resident Guests Written Authorization" form, the resident or representative for a sale conducted at a manor residence must also obtain approval of a "Gate Clearance Flyer with Tear-Off" form from Community Access at least four (4) days prior to the event in order for non-resident guests to be permitted access into the Community; and

**RESOLVED FURTHER**, that non-resident guests will be required to submit the completed tear-off portion of the "Gate Clearance Flyer with Tear-Off" form upon arrival at the gate to provide Security a record of non-resident vehicles that enter the Community; and

**RESOLVED FURTHER**, that resolution 90-12-134 adopted November 6, 2012 is hereby superseded and amended; and

**RESOLVED FURTHER**, that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.