

What Every Member Needs to Know Before Listing a Property for Sale

Information for Members of United and Third Laguna Hills Mutuals

The goal of this publication is to provide Members in United and Third Mutuals with information that will contribute to a hassle-free resale process. This begins with the Member (Seller) and his/her real estate agent becoming aware of resale requirements that are unique to stock-cooperatives and condominiums in the Laguna Woods Village community.

It is strongly recommended that all Sellers share this information with their listing agent to ensure that proper disclosures are made to the buyer, the buyer's agent, and escrow representatives.

Each Buyer must submit verification of financial requirements to the Corporation board of directors for Membership approval.

Each Corporation has the right to purchase the Membership directly from the seller upon receipt of a bona fide written offer to purchase. The duration of this Right of First Refusal varies by Mutual:

United: United Mutual Board of Directors has thirty (30) days to approve or deny the application upon receipt of a bona fide written offer to purchase, *therefore it is strongly recommended that Members of United Mutual do not*

agree to an escrow period that is less than forty-five (45) days.

Third: Third Mutual Board of Directors has fifteen (15) days to approve or deny the application upon receipt of a bona fide written offer to purchase; *therefore it is strongly recommended that Members of Third Mutual do not agree to an escrow period that is less than thirty (30) days.*

Each Corporation requires the dwelling unit to be inspected by its managing agent before the board of directors will approve the Membership application. United Mutual inspects the interior and exterior of the dwelling units; Third Mutual inspects the exterior of the dwelling units. Please allow **ten business days** to complete the inspection from the date the Request for First Inspection form is received by the Corporation.

The purpose of the Mutuals' resale inspection process is solely for the protection of Mutual assets, and is not intended to represent the Buyer's and/or the Seller's interests. Buyers are strongly encouraged ⇒



Laguna Woods Village

What Every Member Needs to Know, Continued

to retain the services of a third party inspector.


Printable resale application packages are available to download from the Community website www.lagunawoodsvillage.com under the Resale Information link. These packages are also available in the Community Services department located

on the first floor of the Laguna Woods Village Community Center, 24351 El Toro Road, Laguna Woods, California 92654.



For more Information, Please Visit
www.lagunawoodsvillage.com

The Resale Process: What to Expect

 **Step One:** The Seller authorizes the release of HOA information to a third party. The Seller's Authorization for Release of Information form should be prepared and faxed **as soon as possible** after Buyer and Seller have executed an agreement for purchase and sale to (949) 472-4154.

Step Two: The Seller or the Seller's Agent schedules a First Inspection. The Request for a First Inspection Report may be delivered in person to the receptionist at the Community Center, or faxed to (949) 268-2403. Only complete forms will be accepted. The inspection will be scheduled for the next available appointment. Parties should allow **ten business days** for the First Inspection to be completed. The sooner the inspection is scheduled, the more time the Seller has to make any necessary repairs and replacements before close of escrow.

Important Note:

Additions and/or alterations not noted at the time of the resale inspection do not relieve the new Member of responsibility to maintain the additions and/or alterations as noted in Item

#12 of the United Laguna Hills Mutual Occupancy Agreement and Article X of the Third Laguna Hills Mutual Declaration of Covenants, Conditions and Restrictions.

Step Three: A complete resale notification package must be submitted by escrow to the Laguna Woods Village Community Center at 24351 El Toro Road, Laguna Woods, California, for submittal to the board of directors. Incomplete submittals will not be processed. **United Mutual Board has a maximum of 30 days for membership approval, and Third Mutual has a maximum of 15 days for membership approval.**

Step Four: The First Inspection Report is mailed upon completion to the Seller and the Buyer and faxed to the Seller's agent and escrow. The Seller is advised of any repairs or replacements that must be performed before the Final Inspection. The escrow company will secure from the Buyer an acceptance or denial of non-standard landscape, and submit a completed Responsibility Agreement for Non-Standard Landscaping to the Resale Inspection department at fax number (949) 268-2403. ⇨

The Resale Process: What to Expect, Continued

Step Five: Escrow schedules a Final Inspection **no later than 5 business days before scheduled close of escrow** to ensure that the Final Inspection will be finished concurrent with close of escrow.


Step Six: Upon Board approval, the Mutual Corporation will fax a Notice of Approval and Escrow Demand to the escrow company, contingent upon the Mutual receiving a final inspection and the escrow company satisfying escrow demand.

Step Seven: After the Final Inspection is complete, the Resale Inspection department delivers

the Final Inspection to the Buyer, the Seller, the Buyer and the Seller's Agents, and the Escrow Agent. If escrow demand is satisfied and the Final Inspection is issued, escrow can close, and the escrow company will then send the closing notice to the Community Service department with all fees and dues listed on the escrow demand.

Step Eight: A request for passes is faxed to the Community Access department at (949) 588-9543. The Buyer can move into their new manor the first business day the Mutual Corporation receives the closing notice.

Sellers: Be Prepared for Your First Inspection!

 The escrow process will be much easier if the necessary permits for alterations have been obtained and are on record. Many alterations that require a Mutual permit also require a City of Laguna Woods permit. Call the City of Laguna Woods Building Department at (949) 639-0500 to find out if an alteration requires a City permit.

If you are selling a manor in Third Mutual, make sure that alterations to the exterior of the Manor have been properly permitted if required by the Mutual. **See page four for a checklist of common alterations requiring permits in Third Mutual.**

If you are selling a manor in United Mutual, make sure that any alterations to the exterior *and* the interior of the manor have been properly permitted if required by the Mutual. All alterations to the exterior of a manor that require a permit in Third Mu-

tual also require a permit in United Mutual. Many alterations to the interior of a United Mutual manor also require a permit. **See page four for a checklist of common alterations requiring a permit in United Mutual.**

By ensuring that the proper permits are secured before the first inspection, escrow should progress with ease. If you are unsure about any alteration(s) to your manor, call the Permits and Inspections office at (949) 597-4616.

“The escrow process will be much easier if the necessary permits for all alterations have been obtained and are on record.”

Preparation Checklist:

Common Alterations Requiring Permits



Note: There are many alterations to a manor that require permits; **the ones listed below are only some of the more common examples.** Consult with the

Permits and Inspections Office at (949) 597-4616 to ensure all alterations to your manor have either been issued a permit, or do not require one.

Third Mutual

- Air Conditioning Units/ Heat Pumps/ Condensing Units (HVAC)
- Block Walls
- Doors, Exterior
- Exhaust Fan/ Vent Installations
- Eyebrow Covers
- Fences
- Fireplace Installations
- Floor Coverings, Exterior
- Garage Doors
- Gates
- Gutters and Downspouts
- Metal Drop Shades
- Modesty Paneling
- Patio/ Balcony Covers
- Patio/ Balcony Enclosures
- Patio Slab Extension or Alterations
- Planter Box or Walls
- Porch Lifts/ Elevators/ Wheelchair Lifts
- Room Additions
- Satellite Dishes and Amateur Radio Antennas on Common Area
- Screen/ Glass Enclosures

Third Mutual, Cont.

- Skylight Installations
- Skylight Installations, Tubular
- Soft Water Units
- Solariums
- Stepping Stones
- Storage Cabinets, Carport or Breezeway
- Washer and Dryer Installation
- Wall Attachments, Exterior
- Wall Revisions, Exterior
- Water Heater Relocation
- Windows and Window Attachments

United Mutual

- All items Included on Third Mutual Checklist**
- Non-Mutual Standard or Non-Mutual Installed Dishwasher
- Wall Revisions, Interior

A Helpful Tip For United Members:

Make Sure the Electricity is on and the Heater is Working in the Manor for Sale.

Tips for Buyers

1. **All alterations become the responsibility of the Buyer, even if alterations are not listed during Inspection.**
2. Buyers are encouraged to schedule their own

private inspection with a certified home inspector. Your real estate agent should be able to give you all the details and a referral.

