

**MUTUAL OPERATIONS****PHYSICAL PROPERTY****Apartment Pre-Sale Cleanup**

The following information is provided to all relatives, heirs, or Trustees of an estate who will be involved with the disposition of a Leisure world apartment upon the resident's demise and/or sale of the apartment.

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. Televisions and electronic devices must be disposed of in the GRF electronic waste bin. Paint and other combustibles or chemicals may not be placed in any trash dumpster within Leisure World. Items of this type and liquids containing hazardous materials must be disposed of 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, medications and all cleaning products either liquid or spray containers must be removed from the apartment.
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 Copy & Supply Center.
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.

(Aug 19)

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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.
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Your signature below indicates that you have read and understand the rules and guidelines for Mutual Deven.

\_\_\_\_\_  
Print Name of Seller/Executor

\_\_\_\_\_  
Signature of Seller/Executor

\_\_\_\_\_  
Print Name of Agent

\_\_\_\_\_  
Signature of Agent

**MUTUAL ADOPTION**

SEVEN: 04-17-2019

**AMENDMENTS**

08-21-2019

(Aug 19)