LEISURE WORLD
SEAL BEACH

SELLER'S INFORMATION GUIDE

Maximize your home's value and navigate the Leisure World selling process with ease—expertly guided by resident Realtor Mark Hughes.

With 30 + years in real estate each, and a proven track record, we'll guide you through every step of the Leisure World process to ensure a smooth and successful transaction.

818-480-2864

Mark Hughes
Real Estate Broker

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Judy Hughes
Staging & Remodeleing

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LEISURE WORLD SELLER REAL ESTATE ROADMAP

1 — Day 1 — Listing

LIST PROPERTY WITH LEISURE LIFE REAL ESTATE

The first step is to meet with Mark and Judy Hughes of Leisure Life Real Estate for a personalized listing appointment. We'll review pricing, prepare all required Leisure World paperwork, schedule your pre-listing inspection, and develop a custom marketing plan to showcase your home. This sets the stage for a smooth sale and successful closing in Leisure World Seal Beach.

2 — Day 2 — NOI

SUBMIT NOTICE OF INTENT TO WITHDRAW (NOI)

The NOI (Notice of Intent to Withdraw) letter in Leisure World Seal Beach is submitted by the seller to inform the Mutual and GRF of their intent to sell, triggering the resale process and required pre-listing documentation. Leisure Life handles this. Here is the list if items to pull together.

3 — Day 10 — Inspection

SUBMIT REQUEST FOR PRE-LISTING INSPECTION (PLI)

The PLI (Pre-Listing Inspection) request in Leisure World Seal Beach is submitted by the seller to Mutual to assess the condition of the unit. It must be completed before listing and may result in required repairs per Mutual standards before sale. -Leisure Life handles this.

4 — Day 22 — MLS

MARKET PROPERTY TO MAXIMIZE COMPETITION & PRICE

Leisure Life Real Estate launches your customized marketing plan with professional photos, targeted online exposure, agent outreach, and print ads and social media marketing—all designed to generate strong buyer interest, create competition, and maximize your final sale price.

5 — Day 30 — Contract

NEGOTIATE OFFERS AND SCHEDULE CLOSING

The next step is to review and negotiate offers with Mark and Judy Hughes of Leisure Life Real Estate, ensuring the best terms and price, then schedule settlement details, including escrow, inspections, and GRF requirements for a smooth and timely closing.

6 — Day 70 — Settlement

SETTLE ON YOUR LEISURE WORLD HOME SALE

The final step is settling your home with Leisure Life Real Estate—completing Mutual approvals, New Buyer Orientations (NBO), final walkthroughs, signing documents, and handing over keys—all managed to ensure a smooth, stress-free closing and successful transition for both seller and buyer.

SELLER RESOURCES:

- The Notice of Intent (NOI)
- Owner Certificate Samples
- The Pre-Listing Inspection (PLI)
- LW Buyers & Sellers Handout
- Seller's Closing Costs
- Buyer's Closing Costs
- Current LW Listings
- Leisure World Map
- Eligibility Calculator
- Items Needed For Sale

1. Preparing Your Home for Sale

Proper preparation is a critical first step in selling your home in Leisure World Seal Beach, as it can significantly boost your property's marketability and value. A well-prepared home creates a strong first impression, attracts buyers, and minimizes potential delays during the selling process. Below are detailed steps to ensure your home is ready for the market.

Pre-Sale Inspections

Pre-sale inspections are a mandatory part of the selling process in Leisure World. These inspections, required by many Mutuals, help identify issues that need to be addressed to ensure compliance with community standards.

- **Mandatory Mutual Inspections:** Each Mutual has its own rules regarding the condition and maintenance of units. Pre-sale inspections ensure that your property adheres to these standards.
- **Common areas of inspection include:** Modifications or additions (e.g., patios, skylights, or interior upgrades). Structural integrity, including roofing and plumbing. Proper permits for past renovations or changes.
- **Address Issues Early**: Once the inspection is complete, a detailed report will outline any repairs or adjustments required before the sale can proceed. Taking care of these issues early prevents delays in the selling process and ensures a smoother transaction. Partner with a trusted contractor or handyman familiar with Mutual guidelines to resolve any flagged items efficiently.

Home Staging Tips

Staging your home effectively can help potential buyers envision themselves living in the space, increasing its appeal and market value.

- **Declutter and Depersonalize:** Remove excess furniture, personal photos, and clutter to make the space feel larger and more inviting. Neutralize the décor to appeal to a broad audience, ensuring the home feels like a blank canvas for potential buyers.
- **Highlight Accessibility:** As Leisure World is a senior-oriented community, focus on features that enhance accessibility, such as:
    1. Step-free layouts and grab bars in bathrooms.
    2. Wide doorways and clear pathways for mobility.
    3. Arrange furniture to allow for easy navigation and mobility aids.
- **Enhance Curb Appeal:** The exterior of your unit is the first thing buyers see, so it's essential to make a great impression. Clean and spruce up outdoor spaces, including patios, walkways, and gardens. Add potted plants, fresh mulch, and seasonal flowers to create a welcoming environment. Ensure that outdoor lighting is functional and attractive for evening showings.

Repairs and Upgrades to Maximize Value

Strategic repairs and upgrades can increase your home's value and appeal, making it stand out in the Leisure World market.

- **Focus on High-Return Areas:** Kitchens and bathrooms often yield the highest return on investment for sellers. Consider:
    1. Updating cabinetry or adding new hardware.
    2. Replacing old appliances with energy-efficient models.
    3. Repainting walls or replacing outdated tiles in neutral, modern tones.
- **Simple and Cost-Effective Upgrades:**
    1. Replace worn-out flooring with durable options like laminate, vinyl, or carpet in neutral shades.
    2. Update lighting fixtures and window treatments to modernize the space.
    3. Apply fresh coats of neutral-colored paint to brighten the home and create a clean, cohesive look.
- **Ensure Compliance with Mutual Guidelines:**
    1. Before making any upgrades or repairs, check with your Mutual to ensure compliance with community standards. Unauthorized changes may need to be reversed before selling.
    2. For significant upgrades, obtain the necessary permits and approvals from the Golden Rain Foundation (GRF) or the Mutual Board.

Additional Tips for Preparing Your Home

- **Professional Cleaning:** Consider hiring a professional cleaning service to deep-clean the home before showings or open houses, paying particular attention to kitchens, bathrooms, and windows.
- **Highlight Leisure World's Lifestyle:** If your home has proximity to amenities like the golf course, fitness center, or bus stops, include this information in marketing materials and highlight it during showings.
- **Leverage an Expert Realtor:** A knowledgeable Realtor, like Mark Hughes, can offer tailored advice on which repairs or staging efforts will yield the best return and ensure your home is presented in its best light.

By following these steps, you'll create a home that appeals to buyers in the unique Leisure World market, helping you secure a faster sale at the best possible price. Let me know if you'd like personalized recommendations or help getting started!

2. Understanding Mutual and GRF Requirements

Leisure World Seal Beach operates under a dual-layer governance system, consisting of:

1. **The Mutual Boards**, which oversee individual housing cooperatives and condominiums.
2. **The Golden Rain Foundation (GRF)**, which manages shared amenities, infrastructure, and community-wide policies.

Both governing bodies establish rules, fees, and approval processes that buyers and sellers must follow during a home sale. Below is a breakdown of these requirements.

Mutual-Specific Policies

Each of Leisure World's 16 Mutuals is independently managed and has its own rules for selling, inspections, and buyer approvals. Sellers must follow their Mutual's specific requirements before listing a unit for sale.

Stock Certificates (Mutuals 1–12, 14–16)

- **Ownership Structure:** In Stock Cooperative Mutuals, residents do not own individual real estate but rather a share in a housing corporation, which grants them the right to occupy a unit. When selling a Stock Cooperative unit, the seller must transfer their stock certificate to the buyer instead of transferring a traditional property title. The GRF and Mutual Board must approve the stock transfer before closing.
- **Cash-Only Purchases:** Mortgages are NOT permitted in Stock Cooperative Mutuals. Buyers must purchase units in full with cash, as traditional home financing is not an option.

Title Transfer (Mutual 17 - Condominiums)

- Unlike Stock Cooperatives, Mutual 17 operates as a traditional condominium association.
- Sellers own their unit outright with a deeded title, which transfers through escrow like a standard real estate transaction.
- **Mortgage Financing Allowed:** Buyers in Mutual 17 may use a mortgage or reverse mortgage to finance their purchase.

Mutual Inspections

Before selling, many Mutuals require a pre-sale inspection to ensure the unit complies with community guidelines.

- **Inspections check for:** Unapproved modifications (e.g., enclosed patios, non-compliant flooring, or structural changes). Condition of shared plumbing, electrical, and heating systems.
- **Compliance** with Mutual-specific maintenance and repair policies. Any unauthorized alterations must be corrected before the sale can proceed.

Buyer Approval Process

The Mutual Board must review and approve all buyers before finalizing a sale.

- **Buyers must**: Meet age requirements (One occupant must be 55+; co-occupants must be at least 45, unless they are a spouse, registered domestic partner, or an authorized caregiver). Pass financial qualifications (Some Mutuals may require proof of assets or income to ensure buyers can pay monthly fees). Complete a residency application (Certain Mutuals require an interview before granting approval).

Golden Rain Foundation (GRF) Fees and Rules

The Golden Rain Foundation (GRF) manages the shared trust property, common facilities, and community services in Leisure World. When selling a unit, both sellers and buyers must comply with GRF policies.

GRF Fees

- **One-Time Amenities Fee**: New buyers must pay a one-time GRF amenities fee at closing. This fee grants buyers access to community clubhouses, the golf course, the fitness center,and other shared amenities.
- **GRF Processing Fees:** GRF may charge administrative fees for processing the sale, which should be disclosed to buyers in advance.

Compliance with GRF Policies

- Sellers must work with their Realtor and escrow company to ensure all GRF-required documents and disclosures are properly completed.
- Failure to comply with GRF regulations can delay closing or result in additional fees.

Key Takeaways

- Mutual Boards and the GRF both regulate sales in Leisure World.
- Stock Cooperative Sellers (Mutuals 1-12, 14-16) must transfer stock certificates; mortgages are not allowed.
- Condominium Sellers (Mutual 17) transfer title through escrow and mortgages are permitted.
- Pre-sale inspections and Mutual Board buyer approval are mandatory for most sales.
- GRF charges a one-time amenities fee to new buyers, which must be disclosed before closing.

By understanding these Mutual and GRF requirements, sellers can avoid delays and ensure a smooth sale process. Working with an experienced Realtor, like Mark Hughes, ensures compliance and a successful transaction.

3. Marketing Your Home Effectively

Selling a home in Leisure World Seal Beach requires a targeted marketing strategy that appeals to the active adult (55+) buyer demographic while reaching potential buyers both locally and nationwide. A well-executed marketing plan will generate strong interest, leading to faster sales and better offers.

Targeting the Right Buyers

The Leisure World buyer is typically looking for low-maintenance, active adult living in a secure, amenity-rich community. Identifying and marketing directly to the right buyers increases the likelihood of a quick and successful sale.

Senior-Focused Marketing

Buyers in Leisure World are age-restricted (55+), financially secure, and looking for a specific lifestyle. Marketing should highlight:

- Low-maintenance living (landscaping, exterior upkeep, and many utilities included in HOA fees).
- Community amenities, such as clubhouses, social clubs, on-site healthcare, and fitness programs.
- Safety and security (gated community with 24-hour security).
- Accessibility features, including single-level layouts, grab bars, and step-free entry options.

Out-of-State & Snowbird Buyers

Many buyers in Leisure World are retirees relocating from colder states looking for a warm, active lifestyle.

- **Key selling points for out-of-state buyers**: Mild Southern California climate with year-round sun. Proximity to beaches and shopping (Seal Beach, Long Beach, and Orange County attractions). Resort-style amenities including a 9-hole golf course, fitness center, and aquatic center. Transportation services within the community and to nearby shopping centers reduce the need for a car.
- **Marketing to Snowbirds:** Some buyers purchase seasonal second homes in Leisure World. Highlight turnkey, move-in-ready units for buyers looking to settle in quickly.

Leveraging Professional Marketing Strategies

A strong online presence, high-quality visuals, and targeted digital marketing are essential to attract the right buyers.

Professional Photography & Virtual Tours

High-quality images and videos make a listing stand out.

- **Professional Photography**: Showcase bright, inviting spaces with good lighting. Include kitchen, living areas, bathrooms, bedrooms, and outdoor patios in photos.
- **Virtual Walkthroughs**: 3D tours and video walkthroughs allow out-of-state buyers to explore the home remotely. Live virtual tours via Zoom or FaceTime can help long-distance buyers feel comfortable making an offer.

Custom Listings on Real Estate Platforms

To maximize exposure, list your home on popular real estate sites, including:

a. Zillow
b. Redfin
c. Realtor.com
d. Multiple Listing Service (MLS)

Targeted Social Media Campaigns:

a. Facebook and Instagram ads can be tailored to reach 55+ buyers, retirees, and out-of-state prospects.
b. Lifestyle-focused posts showcasing amenities, scenic views, and community events increase engagement.

Highlighting Leisure World's Amenities

The amenities and lifestyle are major selling points—feature them in listings, brochures, and marketing materials.

- **Recreation**: 9-hole golf course, swimming pools, pickleball courts, fitness center.
- **Clubs & Activities**: Over 150 clubs and social groups for hobbies and interests.
- **Convenience**: On-site medical center, pharmacy, post office, and credit union.
- **Security:** Gated community with 24-hour security and patrol.

Exclusive Strategies for Selling in Leisure World

Since traditional open houses and “For Sale” signs are not allowed, it’s important to use alternative selling techniques:

a. **By-Appointment Showings Only:** Buyers must be accompanied by an authorized Realtor to view properties.
b. **Direct Email Marketing:** Realtors with experience in Leisure World maintain a database of qualified buyers actively looking in the community.
c. **Community Newspaper (LW Weekly):** Leisure World’s weekly newspaper is an effective way to reach potential buyers already living in or interested in the community.

Final Thoughts

Selling a home in Leisure World Seal Beach requires a specialized approach that emphasizes senior-focused living, lifestyle benefits, and community amenities. By leveraging high-quality marketing, professional listing strategies, and targeted digital advertising, sellers can maximize exposure and attract the right buyers quickly.

Want expert guidance on marketing and selling your Leisure World home? Contact Mark Hughes, your local real estate expert, today!

4. Navigating the Selling Process

Selling a home in Leisure World Seal Beach requires additional steps beyond a traditional real estate transaction due to the Mutual and Golden Rain Foundation (GRF) requirements. Whether you’re selling a Stock Cooperative (Mutuals 1–12 and 14–16) or a Condominium (Mutual 17), it’s important to follow the proper process to avoid delays and ensure a smooth sale.

Mutual Board Approvals

Before a sale can be completed, all buyers must be approved by the Mutual Board of the unit they are purchasing. Each of the 16 Mutuals has its own specific buyer requirements, so approval procedures may vary slightly.

Buyer Approval Process

The buyer must submit an application to the Mutual Board that includes:

a. Proof of age (One occupant must be 55+, and any co-occupant must be 45+, unless an exception applies).
b. Financial documentation (Mutuals may require proof of assets or income to ensure the buyer can pay monthly HOA fees).
c. Background check or references (some Mutuals may request additional personal or financial information).

The Mutual Board will review the application and verify that the buyer meets all age, financial, and residency requirements.

How a Realtor Can Help With the Approval Process

Partnering with a Leisure World-experienced Realtor, such as Mark Hughes, ensures:

- Accurate preparation of all required documents.
- Proper communication with the Mutual Board to avoid approval delays.
- Guidance for buyers to ensure they meet all residency and financial criteria.

Escrow and Title Transfer

Once the buyer is approved, the next step is to complete the ownership transfer, which varies depending on whether the unit is a Stock Cooperative or a Condominium.

Stock Cooperative Sales (Mutuals 1–12, 14–16)

- Stock Cooperatives do not involve a traditional title transfer. Instead, the seller transfers their stock certificate in the housing corporation to the buyer.
- The buyer also signs an Occupancy Agreement, which grants them the right to live in the unit under the rules of the Mutual.
- Escrow ensures that the Mutual and GRF requirements are met before the stock certificate transfer is finalized.
- No mortgage financing is allowed—buyers must pay the full purchase price in cash.

Condominium Sales (Mutual 17)

In Mutual 17, homes are structured as traditional real estate. The seller transfers a deeded title to the buyer through escrow.

Escrow works similarly to a standard real estate sale, with:

- Title searches to confirm legal ownership.
- Loan processing, if the buyer is using mortgage financing (allowed in Mutual 17).
- Property tax transfer, as Condominium owners are directly responsible for property taxes (unlike Stock Cooperative owners, where taxes are included in monthly fees).

Final Steps in the Transfer Process on Settlement Day

1. Mutual and GRF sign off on the sale once all buyer requirements are met.
2. All fees (GRF fees, Mutual transfer fees, escrow costs) are settled before closing.
3. The buyer receives the stock certificate (Stock Cooperative) or recorded title (Condominium).
4. The new owner is granted access to Leisure World amenities and provided information on community rules and services.

Key Takeaways

- Every buyer must be approved by the Mutual Board before closing.
- Stock Cooperative sales require a stock certificate transfer, while Condominiums require a title transfer.
- Partnering with an experienced Realtor helps sellers navigate Mutual approvals, escrow, and all required documentation.

By following these steps carefully, sellers can ensure a smooth and successful transaction in Leisure World Seal Beach. Want expert assistance? Contact Mark Hughes today!

5. Costs and Fees of Selling in Leisure World Seal Beach

Selling a home in Leisure World Seal Beach comes with specific costs and fees that sellers must be aware of to avoid surprises during the transaction. These expenses vary depending on whether the home is a Stock Cooperative (Mutuals 1–12, 14–16) or a Condominium (Mutual 17). Below is a detailed breakdown of the financial responsibilities sellers can expect.

Breakdown of Expected Fees

Mutual Transfer Fees

- Each Mutual charges a transfer fee when ownership changes hands.
- The fee covers the administrative costs of processing the sale, including verifying the buyer's eligibility and updating records.
- Stock Cooperative sellers (Mutuals 1–12, 14–16) must transfer their stock certificate, while Condominium sellers (Mutual 17) transfer a property title.

GRF Fees

- The Golden Rain Foundation (GRF) charges a processing and compliance fee to facilitate the transaction.
- This fee ensures the buyer's access to amenities and supports community-wide maintenance and operations.
- Buyers must pay a one-time GRF amenities fee at closing, which sellers should disclose in advance.

Real Estate Commission

- If working with a Realtor, sellers typically pay a 5%–6% commission, which is split between the listing agent (seller's agent) and the buyer's agent.
- This commission covers marketing, showings, negotiations, and transaction coordination.
- FSBO (For Sale by Owner) transactions may avoid commission fees but require navigating Mutual approvals, inspections, and paperwork independently.

Escrow and Title Fees

Escrow fees are shared between the buyer and seller and cover:

- Holding and disbursing transaction funds.
- Ensuring Mutual and GRF approvals are complete before closing.
- Finalizing financial settlements and legal paperwork.
- Title transfer fees (for Mutual 17 sellers) cover the cost of transferring legal ownership through Orange County records.

Potential Repair and Compliance Costs

If a Mutual pre-sale inspection identifies unapproved modifications (such as enclosed patios, flooring changes, or added plumbing/electrical), the seller must correct these before closing.

- These costs vary depending on the extent of modifications and repair requirements.

Capital Gains Tax Considerations

Potential Tax Benefits for Sellers

Primary Residence Exclusion:

1. Single sellers can exclude up to $250,000 of capital gains.
2. Married couples filing jointly can exclude up to $500,000 in capital gains.
3. The home must have been the seller's primary residence for at least 2 out of the last 5 years.

When Capital Gains Taxes Apply

- If profits exceed $250,000 (single) or $500,000 (married), the excess may be subject to capital gains tax.
- Investment or rental properties do not qualify for the exemption and may be subject to full capital gains tax rates.
- 1031 Exchange Consideration: Sellers looking to reinvest in another investment property may qualify for a 1031 Exchange, deferring capital gains taxes.

Consulting a Tax Professional

- Tax implications vary based on the seller's total income, residency, and deductions.
- It's recommended to consult a CPA or tax professional before selling to understand potential tax liabilities and strategies for minimizing capital gains.

Key Takeaways

- Be prepared for Mutual transfer fees, GRF fees, and escrow costs when selling your unit.
- Real estate commission (5%–6%) is a key cost if selling through a Realtor.
- Sellers who meet the primary residence rule can exclude up to $250,000/$500,000 in capital gains taxes.
- Unapproved modifications must be corrected before closing, which may involve additional repair costs.

Selling in Leisure World involves specific financial considerations that differ from traditional home sales. Want expert guidance? Contact Mark Hughes today for a smooth selling experience: 818-480-2864.

6. Tips for a Successful Sale in Leisure World Seal Beach

Selling a home in Leisure World Seal Beach requires careful planning, strategic pricing, and expert navigation of Mutual and GRF requirements. Following these essential tips can help attract the right buyers, secure the best offer, and ensure a smooth transaction.

Price Your Home Competitively Based on Recent Sales Data

Understanding Leisure World's Market Trends

Pricing a home correctly is key to a quick and profitable sale.

- Work with a Leisure World-experienced Realtor to analyze recent sales data, market trends, and buyer demand.
- Factors affecting pricing: Mutual-specific market conditions (Some Mutuals have higher demand than others).

- Unit size, location, and condition.
- Upgrades and accessibility features.
- Current inventory of active listings.

Avoid Overpricing or Underpricing

- Overpricing can lead to a longer time on market and fewer buyer inquiries.
- Underpricing may attract quick offers but can result in leaving money on the table.
- Your Realtor can help determine a fair market price that generates strong interest while maximizing your return.

Stage Your Home to Appeal to Move-In-Ready Buyers

Create a Welcoming and Neutral Space

Many 55+ buyers prefer a move-in-ready home that requires minimal effort after purchase.

Declutter & Depersonalize:

1. Remove excess furniture and personal items to create an open, spacious feel.
2. Use neutral colors to appeal to a broad range of buyers.

Deep Clean & Refresh:

1. Ensure all rooms are spotless, including kitchens, bathrooms, and entryways.
2. Consider a fresh coat of paint or updated lighting fixtures for an instant refresh.

Highlight Accessibility Features:

1. Emphasize step-free layouts, grab bars, and wider doorways to appeal to active adult buyers.

Enhance Curb Appeal:

1. Since first impressions matter, spruce up patios, plant flowers, and ensure walkways are clean.

Professional Photography & Virtual Tours

- Since open houses are not allowed, high-quality listing photos and 3D virtual tours help attract out-of-state and remote buyers.
- A Realtor can arrange for professional staging and photography to showcase the home at its best.

Work Closely with Your Realtor to Navigate Mutual and GRF Requirements

Mutual Board & Buyer Approval Process

Before selling, confirm your Mutual's rules regarding:

1. Pre-sale inspections (Many Mutuals require sellers to correct any non-compliant modifications before closing).
2. Stock Certificate or Title Transfer Process (Stock Cooperatives require sellers to transfer stock shares, while Mutual 17 sellers transfer property deeds).
3. Buyer approval timelines (Mutual Boards must approve buyers before escrow closes).
4. Avoid Delays by Submitting Required Documents Early

Common Mutual & GRF documents needed:

1. Transfer Disclosure Statement (TDS) – Required by California law.
2. Golden Rain Foundation (GRF) Transfer Fees – Ensure buyers are aware of GRF's one-time amenities fee.
3. Financial & Residency Applications – Some Mutuals require proof of buyer income or assets.

How a Leisure World Realtor Helps

A Leisure World-experienced Realtor will:

1. Handle all paperwork & approvals to prevent closing delays.
2. Coordinate inspections & buyer interviews for a seamless transaction.
3. Guide pricing strategy, staging, and marketing to maximize offers.

Key Takeaways for a Successful Sale

1. Price competitively based on recent sales to attract the right buyers.
2. Stage your home to appeal to move-in-ready buyers.
3. Work with a Realtor to navigate Mutual & GRF requirements smoothly.

By following these steps, you'll position your home for a faster sale at the best possible price. Need expert guidance? Contact Mark Hughes today to start the selling process!

7. Why Choose Mark Hughes?

When selling your home in Leisure World, Seal Beach, it's essential to work with a Realtor who understands the unique rules, requirements, and buyer expectations of this community. As a resident Realtor and Leisure World expert, I bring firsthand experience, in-depth market knowledge, and a strong track record of successful sales. Here's why sellers trust me to handle their transactions with professionalism and expertise.

Local Expertise in Leisure World Sales

Selling a home in Leisure World isn't like selling in a traditional neighborhood—it requires specialized knowledge of Mutual regulations, Golden Rain Foundation (GRF) policies, and buyer eligibility requirements.

I know the rules and processes inside and out, including:

1. Mutual Board requirements for buyer approval.
2. Stock Cooperative vs. Condominium sales procedures.
3. Pre-sale inspections and compliance regulations.
4. GRF fees and transfer requirements.

Mark's deep understanding of each Mutual's specific policies helps prevent costly delays and ensures a smooth transaction. He works directly with Mutual Boards, GRF, escrow officers, and attorneys to handle every detail, so you don't have to.

Proven Track Record of Successful Sales

Mark has helped numerous sellers in Leisure World achieve top-dollar sales with minimal stress. As the top agent in Leisure World, Mark has built a trusted reputation in the community.

- specializing in pricing homes correctly based on recent sales data, market trends, and market-specific factors, helping sellers secure competitive offers to maximize their yield.

- Mark’s comprehensive marketing strategies ensure your home gets maximum exposure, reaching qualified buyers both locally and out of state.
- Mark has successfully navigated LW’s most complex sales, including those involving estate sales, probate, and Mutual compliance issues.
- Sellers who work with Mark benefit from a hands-on approach and proven ability to get results.

Ready to Sell Your Leisure World Home?
Selling your home in Leisure World, Seal Beach, doesn’t have to be overwhelming. You can achieve a smooth and successful sale with the right preparation, strategy, and support. Contact Mark Hughes, your trusted Leisure World real estate expert, to get started! 818-480-2864

Items Needed to Begin the Sale Process

- ☐ **Original Stock & Membership Certificate (Samples here)**
  - These confirm your ownership and will be required for escrow and transfer. We can get started with copies of the front and back of each.
- ☐ **Keys to Unit and Storage**
  - One key will be placed in the lockbox for agent access, and the other will be taken to the Physical Properties Division for the Pre-Listing Inspection.
- ☐ **Government-Issued ID(s)**
  - Current driver's license, passport, or other photo ID for all owners on title.
- ☐ **Trust or Estate Documents (if applicable)**
  - If the property is held in a trust or if an owner is deceased, please provide copies of the trust documents, death certificate(s), and trustee appointment papers.
- ☐ **Recent HOA / Mutual Billing Statement**
  - This verifies current dues and mutual information.
- ☐ **Contact Information for All Owners / Trustees**
  - Phone, email, and mailing addresses to ensure smooth communication.

Mark Hughes
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Directions to Our Office • Facebook | Instagram | Linkedin

NOTICE OF INTENTION TO WITHDRAW

(EXPIRES 180 DAYS FROM DATE OF MUTUAL APPROVAL)

Mutual No. _____(“Corporation”) **Unit #** ________ **Unit Address**: ______________________________
Mutual Stock Series _____**Mutual Cert. No.** _______________**GRF Cert. No.**____________________
Carport Building: ________________________________ **Space:** _________________________

Please check the following boxes as applicable:

☐ **Shareholder(s) intends to sell and move out of Leisure World**
☐ **Shareholder(s) intends to sell and move into another Unit within Leisure World**[1]
☐ **Shareholder(s) intends to transfer his/her ownership interest into Trust**
☐ **Shareholder(s) is deceased (attach Death certificate)**

The undersigned gives notice of the intention to withdraw from Leisure World Seal Beach. In accordance with the provisions of the Mutual Corporation’s Bylaws, the Corporation shall have thirty (30) days from delivery of this notice to exercise its option to purchase the above-described stock, together with all the withdrawing Shareholder /Member’s rights, at the amount to be determined by the Corporation as representing the transfer value thereof, less any amounts due by the Shareholder / Member to the Corporation and/or GRF.

Date: _______Seller’s Name(printed): _______________________Seller’s Signature: ____________________

Date: _______Seller’s Name(printed): _______________________Seller’s Signature: ____________________

Seller’s Current Address: ____

Seller’s Telephone Number: Home: (   ) ____________________Cell: (   ) _______________________

REQUIRED INFORMATION

Escrow Co.: ____
Agent: ____
Listing Price: $____

Mutual allows and strictly enforces a limitation of ONE “for sale” sign per unit not to exceed 15” by 18” in size with black or blue lettering on a white background. Original of this form must be on file in Stock Transfer Office.

[1] Some Mutuals *do not allow dual ownership*. If you wish to go on title of an additional unit you must first contact both Mutual Boards.

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FOR MUTUAL USE ONLY

CORPORATION EXERCISE OF OPTION

The Mutual Corporation elects to exercise its option to purchase the above-described stock, together with all the withdrawing Shareholder’s rights. Upon tender of withdrawing Member’s share of Stock, properly endorsed, and an assignment of all withdrawing Member’s rights and title, the Corporation shall pay to the withdrawing Shareholder an amount determined as provided in its By-Laws. The purchase by the Corporation of the Share of Stock will immediately terminate the Shareholder’s rights and the Shareholder shall immediately vacate the premises.

Date: _________ Seal Beach Mutual No.: _________________ By: _____________________________

CORPORATION WAIVER OF OPTION

The Mutual Corporation hereby waives its option to purchase the above described stock provided that the share of Stock of the withdrawing Shareholder(s) shall only be sold to a person duly approved by the Corporation as a Shareholder(s) and Occupant, and on condition that the withdrawing Shareholder(s) pay to the Corporation a sum equal to all costs incident to the transfer herein and on further condition that all terms and conditions for transfer are satisfied by the Shareholder(s) and prospective Buyer.

Date: _________ Seal Beach Mutual No.: _________________ By: _____________________________

LEISURE LIFE
REAL ESTATE
BY SEVEN GABLES REAL ESTATE

ITEMS NEEDED FOR LEISURE WORLD BUYER QUALFICATIONS

Identity Verification of Minimum 55 Years of Age
Signed Mutual Operations Disclosure
Signed Active Adult Community Disclosure
Last 2*** Years of Tax Returns (1st two pages of the 1040) Documenting Necessary Monthly Requirement
6 Months of Account Statements Showing Financial Requirements
Checking, Savings, IRA or Closing Statement for the Sale of a Property

MUTUAL	IDENTITY VERIFICATION	MONTHLY REQUIREMENT	FINANCIAL REQUIREMENT	SPECIAL INSTRUCTIONS	LAST UPDATED	MUTUAL
ONE	PP or BC & DL or REAL ID	5xMonth Carrying Charge	$50,000.00	FICO Score Minimum 700	Jan-26	ONE
TWO	PP or BC & DL	4xMonth Carrying Charge	$25,000.00 + Purchase Price	FICO Score Minimum 650 & Accepts Alternative Calculations	Jan-26	*TWO*
THREE	PP or BC & DL	4xMonth Carrying Charge	$25,000.00		Jan-26	THREE
FOUR	PP or BC & DL	4xMonth Carrying Charge	$50,000.00 + Purchase Price	***3 Yrs Verifs***	Jan-26	FOUR
FIVE	PP or BC & DL	4xMonth Carrying Charge	$35,000.00 + Purchase Price	Accepts Alternative Calculations	Jan-26	*FIVE*
SIX	PP or BC & DL	4xMonth Carrying Charge	$25,000.00 + Purchase Price		Jan-26	SIX
SEVEN	PP or BC & DL	4xMonth Carrying Charge	$25,000.00		Jan-26	SEVEN
EIGHT	PP or BC & DL	4.5xMonth Carrying Charge	$50,000.00 + Purchase Price		Jan-26	EIGHT
NINE	PP or BC & DL	5xMonthly Carrying Charge	$50,000.00 + Purchase Price	Credit Report	Jan-26	NINE
TEN	PP or BC & DL	5xMonth Carrying Charge	$50,000.00		Jan-26	TEN
ELEVEN	PP or BC & DL	4xMonth Carrying Charge	$25,000.00	Credit Report	Jan-26	ELEVEN
TWELVE	PP or BC & DL	4xMonth Carrying Charge	$25,000.00		Jan-26	TWELVE
FOURTEEN	PP or BC & DL	4xMonth Carrying Charge	$50,000.00 + Purchase Price	FICO Score Minimum 620	Jan-26	FOURTEEN
FIFTEEN	PP or BC & DL	4.5xMonth Carrying Charge	$50,000.00 + Purchase Price		Jan-26	FIFTEEN
SIXTEEN	PP or BC & DL	5xMonthly Carrying Charge	$50,000.00		Jan-26	SIXTEEN
SEVENTEEN	PP or BC & DL	4.5xMonth Carrying Charge + Mortgage	$50,000.00 (12 Months) + Sales Price	FICO Score Minimum 620	Jan-26	SEVENTEEN

Updated January 2026

LEISURE LIFE
REAL ESTATE
BY SEVEN GABLES REAL ESTATE

MUTUAL	INSPECTION DEPOSIT	W/O INSPECTION PROCESSING	GRF TRANSFER FEE	ESCAPE TAX (if any)	NEW BUYER ORIENTATION/ MOVE IN FEE	MONTHLY FEE	ORANGE COUNTY USER FEES	MUTUAL
ONE	$ 10,000.00		$ 600.00	$ 6,500.00		$ 518.92	$ 22.85	ONE
TWO	$ 15,000.00		$ 600.00	$ 7,000.00		$ 586.95	$ 22.65	TWO
THREE	$ 15,000.00		$ 600.00	$ 6,500.00		$ 619.25	$ 22.92	THREE
FOUR***	$ 9,500.00		$ 600.00	$ 6,500.00		$ 588.26	$ 22.87	FOUR
FIVE	$ 15,000.00		$ 600.00	$ 6,500.00		$ 571.12	$ 22.85	FIVE
SIX	$ 15,000.00		$ 600.00	$ 6,500.00		$ 671.86	$ 22.97	SIX
SEVEN	$ 10,000.00		$ 600.00	$ 6,500.00		$ 558.21	$ 22.79	SEVEN
EIGHT	$ 12,000.00		$ 600.00	$ 6,000.00		$ 570.90	$ 22.92	EIGHT
NINE	$ 15,000.00		$ 600.00	$ 6,500.00		$ 596.49	$ 23.25	NINE
TEN	$ 15,000.00		$ 600.00	$ 5,000.00		$ 590.00	$ 22.95	TEN
ELEVEN	$ 15,000.00		$ 600.00	$ 6,500.00		$ 609.94	$ 23.04	ELEVEN
TWELVE	$ 10,000.00		$ 600.00	$ 6,500.00		$ 566.44	$ 22.71	TWELVE
FOURTEEN***	$ 10,000.00		$ 600.00	$ 6,500.00		$ 506.99	$ 22.83	FOURTEEN
FIFTEEN	$ 20,000.00		$ 600.00	$ 7,000.00		$ 612.79	$ 22.74	FIFTEEN
SIXTEEN	$ 6,500.00		$ 600.00	$ 6,500.00		$ 604.15	$ 22.81	SIXTEEN
SEVENTEEN			$ 600.00			$ 711.77		SEVENTEEN

Escrow Fee	$950.00 each side
Document/HOA Processing Fee	$150 each side
Electronic Storage Fee	$65.00 each side
FTB Filing Fee	$45.00 per Seller
Wire Fee	$30.00 per wire
Overnights Fee(s)	Rounded up to next $5.00

GRF Membership Fee Per Person	
First Person	$ 7,000.00
Second Person	$14,000.00
Co-Occupant Fee	$ 7,000.00
Co-Occupant Set – Up Fee	$120.00

Leisure World APN MASTER **095-651-16**

Revised 01-2026

LW SELLER'S CHECKLIST

PREPARE YOUR HOME TO SELL FOR TOP DOLLAR

Put your buyer's hat on and walk through your house with a keen eye. Take notes and make an effort to fix or repair what you noticed. Small touch ups can go a long way in your home appearing more desirable, and therefore more valuable, to a potential buyer.

EXTERIOR MAINTANENCE

- Touch up paint on trim, fencing or walls
- Clean or paint front door & entry sconces
- Add door mats to all entrances
- Sweep sidewalks & driveways
- Keep pet areas clean
- Put away children's toys
- Clean pool & pool equipment area
- Clean & organize garage
- Pressure wash your roof to remove dirt & mold
- Check driveway & sidewalk for cracks
- Update your mailbox

INTERIOR MAINTANENCE

- Repaint accent walls to neutral colors
- Simplify décor & remove personal items
- Clear off countertops
- Dust less obvious places, like fireplace mantles & fan blades
- Polish appliances & faucets
- Clean windows
- Make bathrooms sparkle
- Tidy all closets, cabinets & drawers
- Replace burnt out light bulbs
- Put away children's toys
- Fill paper towel, toilet paper & Kleenex holders
- Open drapes & blinds to bring natural light
- Add room fresheners & scented candles
- Place fresh flowers in kitchen & master bedroom

LANDSCAPING MAINTANENCE

- Trim trees & shrubs that may hide your house from the street
- Add color with blooming flowers
- Clean yard of all debris
- Remove or replace dead or dying plants

ADDITIONAL TIPS

- Gather home warranties for appliances
- Consider renting a storage unit to store excess furniture
- Clean out medicine cabinets & put away prescriptions
- Add address numbers to your curb

818-480-2864

mhughes@sevengables.com

Mark and Judy Hughes

LEISURE LIFE REAL ESTATE
BY SEVEN GABLES REAL ESTATE

SG DRE #00745605

MH DRE #001930200

GRF

2025 STOCK TRANSFER OFFICE SCHEDULE OF FEES

GRF Amenities/Co-Occupant Fees

TPUF Fee	**$7,000**	40-5061-2 Fees
Co-Occupant Amenities Fee	**$7,000**	40-5061-2 Fees
1 co-occupant per unit only.		
Co-Occupant Setup Fee	**$120**	40-5061-2 Fees
Qualified Permanent Resident (QPR)	**$120**	40-5061-2 Fees

Transfers of Stock

Certificate Preparation Fee	**$300**	40-5061-2 Fees
Adding or deleting an owner or replacing lost certificates.		
TPUF Transfer Inspection Fee	**$250 to $750**	Policy 7545/Rules
Fee varies from Mutual to Mutual.		
Legal Review of Certification of Trust Fee	**$150**	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at time of request.		
Legal Review of Powers of Attorney and Court Orders Fee (if necessary)	**$90**	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at transfer.		
Mutual Two, Three, Five, Six, Nine, Ten, Eleven, Fourteen Buyer Premium Fee		Board Resolution

Escrow Fees

Escrow Transfer Fee	**$600**	40-5061-2 Fees
Escape Tax Withholding Deposit	**$3,000 - $5,000**	Policy 7709.1/Rules
Fee varies from Mutual to Mutual. Deposit refunded after release from O. C. Tax Assessor.		
Inspection Withholding Deposit	**$6,500 to $10,000**	Policy 7530/Rules
Also known as Repair Deposit. Deposit varies by Mutual and is refunded 6-8 weeks after close of escrow.		
Legal Review of Certification of Trust Fee	**$150-$75** for additional reviews	40-5061-2 Fees
Fee represents attorney's fee and GRF pro-rated staff time and is collected at time of request.		
Legal Review of Powers of Attorney and Court Orders Fee (if necessary)	**$90-$75** for additional reviews	40-5061-2 Fees
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ID Cards, Maps and Passes

Replace Lost ID Card – 1st loss	**$25**	10-2000-2 Consolidated Fees
Subsequent replacement ID Card within 24 mos.	**$50**	10-2000-2 Consolidated Fees
Replace Realtor's Pass – 1st loss	**$50**	10-2000-2 Consolidated Fees
Replace Realtor's Pass – 2nd loss	**$75**	10-2000-2 Consolidated Fees
Purchase Map for Non-Shareholders	**$1**	40-5061-2 Fees
Replace Caregiver Pass	**$20**	40-5580-2 Entry Passes – Fees
Not Surrender of Caregiver Pass on vacating	**$100**	10-2000-2 Consolidated Fees
GRF ID Card Not Surrendered on vacating	**$500**	40-1201-2 Fees
Renter/Lessee		40-3182-2 Fees
Rental/Lessee Fine, Fees and Deposits		40-3182-2 Fees
Rental/Lessee Policies and Rules varies per Mutual		

Membership Transfer
Becoming a Member/Shareholder

GRF

Membership Transfers require 30-45 days to complete

and are made by appointment ONLY.

Qualifications:

- One member must be at least 55 years of age
- A spouse of any age may qualify with that senior spouse – Qualified Permanent Resident (QPR) $120 Receipt #______________________________

Apartments Held in Trust: Requires GRF Attorney review prior to executing a Transfer of Ownership - You will be required to provide:

❑ $150 Trust Review Fee - $75 for additional review ❑ Power Attorney Fee (P.O.A.) $90 - $75 for additional review
❑ Both ownership certificates – Front and Back - Original share of Stock Certificate and GRF Membership Certificate Stapled to flysheet
❑ A complete Trust (or Trust Certification prepared within 30 days) ❑ Power of Attorney (P.O.A.) forms
❑ Certified copy of a death certificate (if applicable)

Financial Qualifications: NO APPOINTMENT NEEDED FOR STEP 1.

A. Show monthly income of at least (4 or 5) times the unit's monthly assessment.
B. Show backup income of at least $25,000 or $50,000. See Mutual #-7510-3 Eligibility Requirements.
C. Credit Report and FICO Score may be required.

Step 1. **Please Provide:**

A. Provide the last two years of Tax Returns, and/or 1099 for interest dividends, 1099Rs for retirement income, and/or SSA-1099 Social Security Benefit Statement.
B. Provide six months of savings account statements, and/or six months of checking account statements, and/or 6-month statement for CD, or IRA accounts indicating at least $25,000 or $50,000 depending on Mutual eligibility requirements. All accounts must be currently dated.
C. Credit Report and FICO may be required in some Mutuals.

IMPORTANT: If you do not bring the appropriate documents as set forth above, your financial review and approval may be delayed.

It is advisable to seek your legal counsel's and tax advisor's advice prior to executing any transfer of your unit ownership.

MEMBERSHIP TRANSFER

Step 2. Make a Required Appointment
(562) 431-6586, Ex. 346, 339, 347, 348 or 400
Membership transfers take approximately 30-45 days to complete.

Documents Required at the Transfer Appointment

❑ Original share of Stock Certificate and GRF Membership Certificate – must sign back
❑ Confirm you have the trust review, or P.O.A. review document approval from GRF Trust Attorney
❑ Policy 7510 for Mutual Eligibility Requirements **(On physician or medical office letterhead)**
❑ Active Adult Community Disclosure
❑ Completed Membership application
❑ Passport or Birth Certificate for Proof of age
❑ All parties to the transfer must be present for signatures with valid ID
❑ A Certified Copy of a Death Certificate **(If Applicable)**

Power of Attorneys Heirs & Trustees Information Sheet

To be able to proceed to legally represent the affairs of a Seal Beach Leisure World shareholder, during their lifetime or after their death, and to list and sell their apartment you must first establish your legal status by providing proper legal documentation to the Golden Rain Foundation Stock Transfer Office.

DURNING THE LIFE OF A SHAREHOLDER/MEMBER:

- GRF and Mutual Certificates (need both)
- A notarized Power of Attorney **(Expires upon Shareholder's Death and ID)**
- Trustee of the shareholder/member's Trust **(Must provide a copy of Trust and ID)**
- Court Ordered Conservatorship. **(Must provide certified copy and ID)**

AFTER THE DEATH OF A SHAREHOLDER/MEMBER:

- GRF and Mutual Certificates (need both)
- Provide a certified copy of the shareholder's Death Certificate
- Provide Trust information showing that you are the Successor Trustee and ID
- Provide Court-Ordered appointment of executor of the deceased shareholder and ID
- Non-Resident Co-owner has full authority upon the death of the shareholder
- **IMPORTANT:** A **WILL** is not sufficient documentation to afford the presenter with any rights on behalf of the deceased shareholder. A Court Order is required

REQUIRED IDENTIFICATION – YOU WILL BE REQUESTED TO PROVIDE:

- A copy of your Driver's License
- A forwarding address.
- Your current home and/or cell phone number and email address.

A HELPFUL LIST OF THINGS YOU NEED TO DO:

- Clean out the refrigerator and freezer.
- Leave the electricity on to keep the fire alarm activated.
- Keep unit and patio in clean condition.
- Timely pay all monthly assesments.
- Run water in the tub and sinks to avoid gas buildup in the traps.
- If you change the unit locks, provide Security with a spare key for the lockbox per Mutual policy.

Golden Rain Foundation Seal Beach, California

2025 STOCK TRANSFER
OFFICE SCHEDULE OF FEES

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Rental/Lessee Policies and Rules varies per Mutual		

STOCK TRANSFER

“Paws” for Thought Pet Registration Form

Your Pet Has a Home at Leisure World Too!
Please Read Carefully.
Pursuant to the GRF Pet Ownership Rules 50-1023-1, Mutual Policy 7501 and/or Mutual Rules and Regulations

It has long been noted that pets provide incredible mental and physical benefits to the owners who love them. The Mutual Pet Policy was established to honor the member's right to have a pet and to provide guidelines under which an Authorized Resident (AR) of Seal Beach Leisure World could bring a pet into the community to reside with them. This policy sets forth the rules and regulations for pet ownership, as well as the requirement that all ARs enter into a Pet Agreement and that their pets be registered. This policy is available online (www.lwsb.com) or by request in the Stock Transfer Office. Below are a few select important facts regarding pet ownership in Leisure World.

Definition of a Pet and Rules

- The law defines a “pet” as any DOMESTICATED bird, cat, or dog; or aquatic animals kept within an aquarium.
- No members of the reptile and monkey families, rats, mice, farm animals, arachnids (spiders), raucous-voiced birds are allowed.
- There is a limit of one domesticated pet per unit with the exception of birds, which is restricted to two.
- Pet dogs or cats must not weigh more than twenty-five pounds at maturity.
- The dog or cat weight limit in Mutual Seventeen is twenty pounds at maturity.
- Pet dogs and cats must always be on a handheld leash **no longer than six feet** when outside the unit per City of Seal Beach Municipal Code Title 7 – Public Peace, Morals and Welfare, Chapter 7.05 Animals §7.05.005 Definitions, Section E.
- Waste **must** be picked up with a plastic bag or poop scoop per City of Seal Beach Municipal Code §7.05.080 Sanitary Measures.
- There is no monetary fee to register your pet.
- Yearly update of pet documentation (insurance, license, and inoculations) required.
- Listed below are the documents required for you to register your pet dog or cat.

STOCK TRANSFER

"Paws" for Thought Pet Registration Form

	REQUIREMENTS FOR DOGS		REQUIREMENTS FOR CATS
☐	City of Seal Beach Animal Care Services	☐	Proof of Spay or Neuter
☐	Proof of Spay or Neuter	☐	Proof of Liability Insurance
☐	Proof of Pet Inoculations	☐	
☐	Proof of Liability Insurance	☐	

Reminder: Please consider micro-chip identification for your pet, as well as travel-kennel cages for emergency situations.

Pet Registration

The pet registration information and licensing must be updated on or before December 31 of each year. Pursuant to the GRF Pet Ownership Rules 50-1023-1, Mutual Policy 7501 and/or Mutual Rules and Regulations

Mutual & Unit: ____________ Authorized Resident: ______________________________

Authorized Resident Phone: ____

Emergency Contact Name(s): ____

Emergency Contact Phone: ____

Type of Pet: Dog ☐ Cat ☐ Other ☐ ____________

Name of Pet: ______________________ Male ☐ or Female ☐

Breed and Color of Pet______________________ Pet Weight: ______ Pet Age: ______

Estimated Maturity Weight ____________________

I acknowledge that I am responsible for following the provisions of Mutual Policy 7501 and/or Mutual Rules and Regulations, and GRF Pet Ownership Rules (50-1023-1). These can be found on the GRF website (www.lwsb.com).

_________________________________ _____________________________
Authorized Resident Signature Date

_________________________________ _____________________________
Authorized Mutual Board Director Signature Date

Return this form to the Stock Transfer Office.
If you require additional forms, contact Stock Transfer at (562) 431-6586, ext. 339, 346, 347, 348, or 400.
Golden Rain Foundation Seal Beach, California

Document History

Reviewed:	14 Jul 21	Reviewed:	9 Aug 21	Reviewed:	21 Sep 21
Reviewed:	23 Sep 21	Amended:	11 Oct 21		

Keywords: Stock Transfer Pets "Paws" for Thought Registration