LEISURE LIFE
REAL ESTATE · BY SEVEN GABLES

A SELLER'S GUIDE · LEISURE WORLD SEAL BEACH

Pre-Listing Inspection & Escrow Repair Guide

The mandatory inspection, required repairs, escrow deposits and move-out checklist for selling your home in any Leisure World Mutual.

$6.5K–$20K
Repair deposit held in escrow, by Mutual

6
Mandatory fire, water & electrical safety items

10 days
To act on a written Board repair notice

NBO
Last chance to do repairs yourself

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! **Every sale requires a Pre-Listing Inspection.** Selling your share follows legally binding procedures set by your Mutual's Board of Directors. Required structural, water-safety and fire-safety repairs must be completed and approved in escrow before title can transfer.

Mark & Judy Hughes
Leisure Life Real Estate by Seven Gables

818-480-2864
leisurelivingresales.com

1 The Inspection Process

When you decide to sell, you file a **Notice of Intention to Withdraw** with the Stock Transfer Office in the Administration Building. Your Mutual's Board then has the unit inspected by a Golden Rain Foundation (GRF) Building Inspector. The inspection lists all cleaning, deferred maintenance, repairs and restorations needed to put the unit in suitable condition for the next buyer, all at the seller's expense.

1. **File your notice** — Notice of Intention to Withdraw at the Stock Transfer Office
2. **Inspection** — A GRF Building Inspector inspects the unit for the Board
3. **Your repairs** — Do them yourself or with approved contractors, until the NBO
4. **After the NBO** — GRF Service Maintenance finishes, paid from your deposit
5. **Close & refund** — Title transfers and the unused deposit is refunded

2 Your Two Repair Options

You decide who does the required work. The deciding moment is the **New Buyer Orientation (NBO)**.

OPTION A

Do the repairs yourself

Coordinate the work yourself, or hire your own California-licensed, GRF-approved contractors.

- Work must be done under the required permits
- Must be inspected and approved by the GRF Building Inspector
- Often the way to control cost and timing

⏱ **Must be finished and approved before the NBO**

OPTION B

GRF Service Maintenance does it

Anything not done before the NBO, or that you'd rather not handle, is turned over by the Board to the GRF Service Maintenance Department.

- Maintenance completes the repairs and cleaning
- Cost is deducted from your Withdrawal Repair Deposit
- After the NBO, you can no longer do the repairs yourself

⏱ **Automatic for anything unfinished at the NBO**

$ **Tip:** Repairs you complete yourself before the NBO aren't charged against your repair deposit, so more of it comes back to you after closing. Ask us which items are worth doing yourself.

3 Escrow Deposits by Mutual

Two deposits are withheld from your proceeds in escrow. Find your Mutual and check the box.

MUTUAL	REPAIR DEPOSIT	ESCAPE TAX	TOTAL HELD	MINE
Mutual 1	$10,000	$6,500	**$16,500**	☐
Mutual 2	$15,000	$7,000	**$22,000**	☐
Mutual 3	$15,000	$6,500	**$21,500**	☐
Mutual 4	$9,500	$6,500	**$16,000**	☐
Mutual 5	$15,000	$6,500	**$21,500**	☐
Mutual 6	$15,000	$6,500	**$21,500**	☐
Mutual 7	$10,000	$6,500	**$16,500**	☐
Mutual 8	$12,000	$6,000	**$18,000**	☐
Mutual 9	$15,000	$6,500	**$21,500**	☐
Mutual 10	$15,000	$5,000	**$20,000**	☐
Mutual 11	$15,000	$6,500	**$21,500**	☐
Mutual 12	$10,000	$6,500	**$16,500**	☐
Mutual 14	$10,000	$6,500	**$16,500**	☐
Mutual 15	$20,000	$7,000	**$27,000**	☐
Mutual 16	$6,500	$6,500	**$13,000**	☐
Mutual 17	N/A	N/A	**Condo, N/A**	☐

Deposit amounts as published by Leisure Life Real Estate and subject to change by each Mutual's Board. Confirm current amounts with the Stock Transfer Office or with us before you list.

4 HOW THE DEPOSITS WORK

Withdrawal Repair Deposit

Covers required compliance repairs, cleaning and deferred maintenance that GRF Service Maintenance completes for you.

Escape Tax Deposit

Protects against escaped property taxes the County Assessor may assess after the stock transfer. Held until cleared.

Deposits, not fees

Repair and cleaning costs come out of the repair deposit, and the unused balance is refunded to you after the sale.

Mutual 17

Mutual 17 is a condominium development, so the stock cooperative withdrawal and escape tax deposits don't apply.

5 Mandatory Electrical, Fire & Water Safety Repairs

Leisure World Mutuals strictly enforce these life-safety requirements, checked and repaired at pre-listing and in escrow.

Flood Stop safety devices

Required: every non-standard, water-using appliance connected to the Mutual's water supply needs a battery-powered Flood Stop shut-off valve.

Applies to: washers, dryers with steam lines, bidets, dishwashers, ice machines, water purifiers, water softeners and garden drip systems. Installed by a GRF-approved contractor under permit and signed off by the building inspector.

Bidets

Required: installed by a GRF-approved licensed plumber with a permit.

Bidets without a permit or a Flood Stop device are removed by Service Maintenance at the seller's expense during the pre-listing period.

Fire Avert on stovetops

Required: a certified FIRE AVERT device on every standard or non-standard stovetop or oven/stovetop combination.

Who pays: the seller, for non-standard appliances. The Mutual provides it on Mutual-standard appliances.

Washing machine hoses

Required: in every sale, in-unit washer supply hoses must be replaced with **braided metal supply lines** before closing, verified by the GRF Building Inspector.

Attic access & HVAC

Required: a code-compliant interior attic access. Units with split HVAC attic components, or without interior access, must have one cut in before closing.

Specs: plywood laminated to 5/8″ Type X fire-rated drywall, drywall side facing the attic. Condensate lines must be rodent-proof.

Electrical panels & appliances

Panels: upgraded at change of ownership if your Board votes it necessary (Square D Q0124L125A 24-space panel, 100-amp main; no sub-panels).

Warranties: the seller buys a one-year warranty on each non-standard appliance and includes it in the escrow packet for the buyer.

6 Additions & Improvements

Many owners have added patios, cart pads or gardens over the years. When you sell, the Mutual applies these rules.

IMPROVEMENT	DEFAULT ON RESALE	CAN IT STAY?
Patios & garden expansions	REMOVE AT SELLER'S EXPENSE	Only if the buyer agrees in writing to assume full maintenance, repair and restoration responsibility by signing **Form 02-7514-04**.
Golf cart pads	REMOVE AT SELLER'S EXPENSE	Only if the buyer agrees in writing and signs the **Golf Cart Parking Pad Agreement, Form 02-7507-4**.
Security cameras	REMOVE AT SELLER'S EXPENSE	Remove and repair any wall holes, unless the buyer accepts full responsibility in writing.
Standard appliances	MUTUAL PROPERTY	Can't be sold, given away or thrown out. If you received new Mutual-standard appliances in the last 18 months and remove them in a remodel, you must **refund the Mutual their full value**.

7 Deadlines to Know

10 DAYS

Board repair notice

If the Board sends a written notice ordering repairs or restoration, complete them, or show in writing that work has begun, within 10 days. Otherwise the Board may enter the unit and complete the repairs at your expense.

32 DAYS

Fire & safety infractions

Life-safety violations found during annual or special fire walkthroughs must be fully corrected, and pass a follow-up inspection, within 32 days of the notification letter.

NOTES FOR MY SALE

8 Move-Out Cleanup Checklist

Finish these before the final inspection to avoid cleaning charges being taken from your escrow deposit.

- [ ] **Refrigerator**
  Empty and wash inside and out. Turn off the power and prop the doors open to prevent mold. If the doors aren't propped open, leave it running.
  Done ___ / ___

- [ ] **Trash & debris**
  Remove all personal items, trash and debris from the unit, carport and patio. Take large items to the central dumpster on Nassau Street (behind Mutual 9).
  Done ___ / ___

- [ ] **Oven & cooktop**
  Remove grease under the burners. Wash or replace the range exhaust filter (GRF Purchasing). Wash oven grates and the broiler pan and cover.
  Done ___ / ___

- [ ] **Counters & bathrooms**
  Clean countertops, sinks, tubs, shower enclosures and toilets. Vacuum carpets and wipe down interior surfaces.
  Done ___ / ___

- [ ] **Keep the electricity on**
  Power must stay on for the entire sale so fire and smoke detection keeps working.
  Done ___ / ___

- [ ] **Carport locker & storage**
  Empty, clean and leave the locker unlocked. No boxes, fuel or flammables on the carport floor.
  Done ___ / ___

- [ ] **Pest control (pet owners)**
  If you had a cat, dog or other four-legged pet, have the unit professionally treated by a licensed company before close of escrow.
  Done ___ / ___

HELPFUL CONTACTS

Stock Transfer Office
(562) 431-6586 ×377
File your Notice of Intention to Withdraw

HB HazMat Center
(714) 847-3581
Chemicals, paint & electronics disposal

GRF Purchasing
West end of Golden Rain Rd
Replacement stove exhaust filters

Let us handle the details.

Mark and Judy Hughes guide Leisure World sellers through the inspection, repairs and escrow every week. We'll help you decide what to fix yourself and protect as much of your deposit as possible.

818-480-2864
markhughesrealestate@gmail.com
leisurelivingresales.com

This guide summarizes general Leisure World Mutual requirements for informational purposes. Requirements, forms and deposit amounts are set by each Mutual's Board of Directors and GRF and may change. Always confirm current requirements for your Mutual before listing.