

SEAL BEACH MUTUAL NO. FOUR**Community Management****Apartment Pre-Sale Cleanup**

1
2 The following information is provided to all relatives, heirs, or Trustees of an estate who will be
3 involved with the disposition of a Leisure world apartment upon the resident's demise and/or sale
4 of the apartment.

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6 **1.** If the apartment is to be sold, a "Notice of Intention to Withdraw" must be filed with the
7 Stock Transfer Office in the Administration Building. This form can be obtained from your
8 realtor or escrow company.
- 9
10 **2.** For the disposal of trash, use the trash bins located at the ends of the carports. All trash
11 must be completely contained within these trash bins. Discarded items may not be left
12 outside the trash bins. For large items that cannot be contained within these trash bins,
13 a large dumpster is located in the garden area at the northwest corner of Leisure World
14 on Nassau Street (behind Mutual Nine). Contact a Director of the Mutual for assistance
15 if you are unfamiliar with the area (a list of Directors can be found in the laundry room).
- 16
17 **3.** Televisions and such, paint and other combustibles or chemicals may not be placed in
18 any trash dumpster within Leisure World. Items of this type and liquids containing
19 hazardous materials must be disposed of at a hazardous waste facility. Contact:
20 Huntington Beach Hazardous Waste Collection Center at (714) 847-3581 for information
21 (on Nichols Street, west of Beach Boulevard and south of Warner Avenue), or the Orange
22 County Integrated Waste Management Department at (714) 834-6752.
- 23
24 **4.** Refrigerator must be emptied and washed inside and out, be turned off, and the doors
25 propped open to vent and dry the interior. If the refrigerator doors are not propped open,
26 the refrigerator must be left on.
- 27
28 **5.** All food products must be removed from the cupboards and disposed of properly. Mutual
29 Four: All food products must be removed from the apartment.
- 30
31 **6.** Cook top must be cleaned, and grease or drippings removed from under the burners.
32 Exhaust filter must be thoroughly washed or replaced. Replacement filters may be
33 obtained through the Golden Rain Foundation Purchasing Department located at the
34 west end of Golden Rain Road.
- 35
36 **7.** Oven must be cleaned, and the grates and broiler pan/cover thoroughly washed.
- 37
38 **8.** Kitchen and bathroom countertops, sinks, tub, shower enclosures and toilets must be
39 thoroughly cleaned.
- 40
41 **9.** Interior surfaces in apartment are to be cleaned, and the carpet vacuumed.
- 42

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- 43 **10.** Trash must be removed from the apartment and patio area to avoid attracting bugs and/or
- 44 rodents.
- 45
- 46 **11.** Only patio furniture may be left on the patio during this interim period.
- 47
- 48 **12.** Electricity must be left on during the sale period to allow the electric smoke detector
- 49 system to remain operational.
- 50
- 51 **13.** Carport storage locker must be cleaned out and left unlocked.
- 52
- 53 **14.** For additional assistance or information, please contact a Board member.
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