

MOVING TO Laguna Woods Village

Persons are permitted to reside in Laguna Woods Village, only with the written approval of the housing corporation (HOA) board of directors. Such approval is given during the membership or lease approval process, and is given only to those persons identified in the escrow or lease documents. Additional proposed residents require separate submittal of an **Application for Occupancy Permit**. This is done through **Community Services at (949) 597-4369**.

Elevator pads to assist in moving into the 3-story buildings or name changes for the elevator directories, may be ordered through **Property Services at (949) 597-4600**.

MOVE-IN HOURS

Loading and unloading of moving vans and trailers may start no earlier than 7:00 a.m., not later than 6:00 p.m.; and moving activity must be concluded by 10:00 p.m. (UNITED & THIRD); and from 8:a.m. to 8:00p.m. Mon. thru Sat. (TOWERS) of the same day. Please advise your mover of these requirements. For additional information please call **Security at (949) 580-1400**.

HOME IMPROVEMENTS AND REMODELING

Contractors/individuals performing any type of remodeling or refurbishing are asked not to use the community dumpsters for disposal of their excess materials. Contractors/individuals are asked to have a dumpster delivered for their exclusive use, otherwise their scrap and waste materials must be removed from the community on a daily basis. For information on construction permits and referrals, call **Building Permits and Inspections at (949) 597-4616**.

CONTRACTOR PARKING

Contractors/individuals are asked to park their work vehicles only in designated guest parking spaces. **These vehicles are not to be parked overnight.**

SPEED LIMIT

The maximum speed limit is **25 mph** in the general thoroughfares; cul de sacs are limited to **15 mph or 10 mph as posted**.

REPRESENTATIVES OF NEW RESIDENT

Vendors, tradespeople or other representatives may access the property, unaccompanied by the resident, but must have the proper authorization.

UNPACKING

Packing cartons should not be placed in the trash bins. Boxes need to be broken down, flat, and stacked next to the bins. Hazardous waste materials such as paint, paint thinner, etc., may not be disposed of in the trash bins; they must be taken to an approved hazardous waste dumpsite. To have the boxes removed please contact **Property Services at (949) 597-4600**. Weight and volume restrictions may apply.

STORAGE OF PERSONAL ITEMS

Balconies/patios are not to be used for the storage of personal belongings. Only outdoor patio furniture and other common patio items should be placed in these locations. Additional storage space may be obtained but must meet architectural standards approved by the mutual boards. Please contact **Building Permits & Inspections at (949) 597-4616** for further information.

MOVE-IN PRIOR TO CLOSE OF ESCROW

With the approval of the seller, a new resident may move in prior to close of escrow only after appropriate notification has been made by the escrow office. A **Move-in Hold Harmless** document must be properly executed and filed with the **Security Watch Commander** prior to the move-in attempt. **No other authorization form will be acceptable.**

STAY-OVER OF SELLER AFTER CLOSE OF ESCROW

With the approval of the buyer, the seller may remain in the manor for a period not to exceed fifteen (15) days after close of escrow. A **Hold-Harmless** form must be filed with the **Security Department**. If both parties agree to permit the seller to remain for a longer period, both parties must **execute a lease through the Leasing Assistant**. For information call the **(949) 597-4323**.

NEW RESIDENT ORIENTATION

New residents and non-resident owners are urged to attend the orientation program for new residents. This program is designed to help new residents with the transition to community life. Call **(949) 597-4360** or **(949) 268-2271** to reserve a place at the program, meet other new residents, and ask questions to a member of your board of directors.

NON-RESIDENT OWNERS

Owners who will not be residing, may obtain a Non-Resident Owner Pass from Community Access. Call (949) 597-4443.



Laguna Woods Village

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1-800-711-9273

MOVE-IN GUIDE



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