



First and Final Inspection Report Request and Intention to Leave Corporation

- [] Intention to Leave Corporation - Per Article 4 of the Occupancy Agreement.
- [] Request for First Inspection Report - Per Resolution 01-08-16, a first inspection fee will be billed as a chargeable service to the seller. The first inspection report is valid for six months.
- [] Request for landscape corrections - Per Resolution 01-18-55, all corrections must be completed by close of escrow. Checking this box indicates request for landscape corrections to be completed as a chargeable service upon receipt of the first inspection report.
- [] Request for Final Inspection Report - Per Resolution 01-08-16, a final inspection fee will be collected through escrow.
- [] Update information _____

Seller's acknowledgement of fees/Date

Laguna Woods Village
Resale Inspections Dept.
P.O. Box 2220
Laguna Hills, CA 92654-2220
Fax: 949-268-2403
Email: ResalesInspections@vmsinc.org

Date _____
Unit number _____
Street name _____
Occupied [] Vacant []
Carport number _____

Escrow company – Used for status updates

Company name: _____
Escrow officer: _____ Escrow number: _____
Address: _____
Phone number: _____ Fax number: _____
Escrow office email: _____

Estimated escrow close date: _____

Seller's real estate company – Used for status updates

Company name: _____
Agent name: _____
Address: _____
Phone number: _____ Fax number: _____
Agent email: _____

Buyer

Name: _____
Address: _____
Phone number: _____
Cell phone: _____ (Important contact information)

Seller

Shareholder of record: _____
Address: _____
Phone number: _____

Inspections on co-ops include interior inspections (how we are to enter the property)

Lockbox: _____ Contact seller: _____ Contact agent: _____



Final Resale Inspections: Process for Corrections Noted

Effective September 1, 2018

The resale inspection process provides a record of all items for which correction will be required. All items noted as corrections on the final inspection report must be completed prior to the close of escrow.

Issuance of service orders

Service orders will be entered for all items of work noted in the corrections report for which the mutual is responsible. All service orders will be dispatched either to in-house technicians or to outside vendors for processing.

Completion of work

All corrections not listed as “mutual charged” must be complete by the close of escrow.

Corrections by members

Once corrections are complete, the seller(s) must email ResalesInspections@vmsinc.org to schedule a final inspection. If corrections are found to be incomplete at the final inspection, an additional final inspection fee may be charged to the seller(s).

Inspection/Verification requirement

Once notified of completion, an inspection by the corporation’s agent to confirm completion will be required for each item of work completed by the seller(s).