



Laguna Woods Village[®] RESALE PROCESS

START

Administrative office receives resale package from escrow, date stamps, inputs database information and files package in chronological order of receipt.



Membership counselor begins processing by date received, ensures all requirements are met and submits to manager for review. **Processing stops if all requirements are not met.**



Manager reviews and scans package for submittal. DocuSign process to board begins.



Board approves or denies package. Process stops if package is denied; escrow is notified verbally.



Upon board approval, membership counselor emails notice of board approval to escrow and informs accounting to start original demand.



Accounting sends original demand to escrow if there are no holds. Accounting sends final demand once holds are released.



Escrow sends notice of closing and closing checks with transmittal. Administrator confirms closing with escrow and will have ID memo ready for new member/buyer.

FINISH

REQUIRED DOCUMENTS

United Mutual resale package with financial requirements:

- [United Mutual resale package \(click here\)](#)

Third Mutual resale package with financial requirements:

- [Third Mutual resale package \(click here\)](#)

DETAILS

- Seller(s)/Owner(s) and listing agents will be notified via the first inspection of any corrections needed before closing.
- Damage Restoration division notifies owner/seller of any event that requires correction or resolution before closing.

HOLD - Damage Restoration division determines responsibility of charges owed, if any. When charges are known and paid, final inspection is issued.



CONTACT INFORMATION

Resale package/financial requirements at resalesrequirements@vmsinc.org

Inspections at resalesinspections@vmsinc.org