

SEAL BEACH MUTUAL NO. SEVENTEEN**Mutual Operations****Interview Dates and Hours**

1. Effective November 1, 2022, Mutual 17 will require individuals moving into any apartment in Mutual 17 to go through an interview prior to their taking possession of an apartment. For a sale, all listed owners must attend the interview. For units being leased, any person listed on the lease must be present during the interview.
2. Mutual 17 requires that an appointment is arranged in advance. Interviews will be handled at **9:00 AM** and at **2:00 PM** on the **second (2nd) and forth (4th) Thursday** of each month excluding any holidays. Appointments are booked on a first come first served basis so plan ahead so that closing and move-in dates aren't affected.
3. Additionally, please note the board has approved a change to the Mutual's charges related interview fees, move in fees and deposits. These rates are for any new resident due either to an apartment unit purchase, an apartment unit transfer of title. inclusive of inherited property or property obtained through legal action and upon any new lease or rental agreement. This cost is in addition to any the GRF may charge.

Breakdown of Move – In Fee:

Cost of the interview	\$ 200.00
Move in fee	\$ 500.00
Moving in deposit*	\$ 150.00
Moving out deposit**	\$ 150.00
Move – in Fee Total Balance due	<u>\$ 1,000.00</u>

*The move in deposit will be refunded after the moving in process is completed and there is no damage to any common area property. Those handling the move have complied with the rules and polices of moving is given during the move in interview and that there is no excessive dumping of moving supplies or furniture in the trash room.

** The move out deposit will be refunded after the moving out process is complete and there is no damage to any common area property and the rule for moving have been followed. In the event furniture or trash is left behind or the two "visitor over-night/ short term passes" have not been returned to the Mutual Board, there will be deduction from the deposit. In order to receive the refund, it is the moving party's responsibility to provide the Mutual Board with a name and address prior to the move.

Document History

Adopted: 01 NOV 2022 **Amended:** 15 DEC 2022

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