

**SEAL BEACH MUTUAL NO. EIGHT**

**Community Management**

**Stock and Membership Transfers Outside Escrow**

- 1    **1.**    Internal “Request for Stock Transfer Outside Escrow” form is completed by Member and  
2           submitted to Mutual’s authorized representative for approval (usually president or Vice  
3           President).
- 4
- 5    **2.**    After approval of the transfer, the old certificates are cancelled, and new certificates and  
6           Occupancy Agreement area issued for signatures of the appropriate Board officers.
- 7
- 8    **3.**    The certificates and a copy of the Occupancy Agreement area mailed to the Member by  
9           certified mail with a return receipt requested, completing the transfer.
- 10
- 11 **4.**    The Stock Transfer Office also maintains a record of all transfers and information  
12           available.
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**Document History**

Adopted:        Aug 1987

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