

**SEAL BEACH MUTUAL NO. ELEVEN**

**Community Management**

**Stock and Membership Transfers Outside Escrow**

- 1    1.    Internal “Request for Stock Transfer Outside Escrow” form is completed by Member  
2            and submitted to Mutual’s authorized representative for approval (usually president or  
3            Vice 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:        June 2020

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