

SEAL BEACH MUTUAL NO. FOURTEEN

Mutual Operations – 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.
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- 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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 Fourteen

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