



INFORMATION BULLETIN Community Services Division	BULLETIN DATE	November 8, 2023
	ISSUED BY	Pamela Bashline Community Services Manager
	MUTUAL	United Laguna Woods Mutual / Third Laguna Hills Mutual
	AUTHORITY	Internal
	EFFECTIVE DATE	November 1, 2023
SUBJECT: Updated United Mutual and Third Mutual Applications: Sublease, Lease/Rental, and Resale Packets		

NEWSFLASH

United Mutual and Third Mutual resale and (sub)leasing/rental forms and applications have been updated. Find the updated forms at www.lagunawoodsvillage.com.

- Effective 11/1/2023 only **current** United sublease permit applications, Third Mutual lease/rental applications, and renewal applications will be accepted.
- Mutual sublease and lease/renter applications and renewal forms are available online in fillable format.
- Effective 12/1/2023 only **current** resale packets will be accepted. **The current packets for both mutuals feature the 6/19/2023 date.** Please visit www.lagunawoodsvillage.com for the current packets.
- Older applications will no longer be accepted or processed and may delay move-in for the lessee/renter/buyer.
- Please delete all outdated United Mutual and Third Mutual lease/sublease/resale applications from your system, as forms are constantly being revised and updated.

[Click here](#) for United Mutual Woods Mutual applications; [click here](#) for Third Laguna Hills Mutual applications.

Realtors and escrow officers are requested to inform their staff of these requirements.

Important: Please always refer to the website for the most current documents. Please note: The website location for all mutual policies may change when the new website is completed.

Email leasing@vmsinc.org with questions about the (sub)leasing applications and renewal applications, and email resalesrequirements@vmsinc.org with questions about the resale packets. Thank you.