Village Management Services, Inc.

MANOR ALTERATIONS
RESALE INSPECTION PROCESS MAP

1
Submits first and final inspection report request form.
MEMBER (SELLER), REALTOR OR AUTHORIZED AGENT

2a
Prepares initial resale inspection package.
Inputs the following into Stellar.
1. Resale inspection ticket (R100).
2. First resale inspection fee ticket (RS01).
3. Resale landscape inspection ticket (RS04).
OPERATION SPECIALIST (INSPECTION)

2b
If manor has an opened regulated materials ticket (CI07), first inspection request CANNOT be processed.
Call Manor Alterations at 949-597-4616.
MEMBER (SELLER)

3
Schedules and performs first resale inspection.
United: Interior and exterior
Third: Exterior and water heater if inside* manor.
Both mutuals: Landscape
VMS INSPECTOR

4
1. Completes first resale inspection report
2. Generates non-standard landscape inspection report.
VMS INSPECTOR

5
Inputs findings of first resale inspection report and emails a copy to realtor and escrow.
OPERATION SPECIALIST (INSPECTION)

6a
If first resale inspection report findings DO NOT require mutual consents or city permits, submit final inspection request.
ESCROW

6b
If findings DO require mutual consents, city permits or water heater changeout forms, call Manor Alterations at 949-597-4616.
MEMBER (SELLER), REALTOR OR AUTHORIZED AGENT

6c
If findings include opened damage restoration and/or moisture intrusion tickets email Damage Restoration at damage.restoration@vmsinc.org.
MEMBER (SELLER)

7b
All corrections are verified for completeness during final inspection.
VMS INSPECTOR

7a
1. Revises "First and Final Inspection Report Request" form.
2. Releases it to realtor and escrow.
OPERATION SPECIALIST (INSPECTION)