



Laguna Woods Village®

INFORMATION BULLETIN Community Services Division	BULLETIN DATE	August 1, 2025
	ISSUED BY	Jeff Spies Community Services Manager
	MUTUAL	United Laguna Woods Mutual Third Laguna Hills Mutual
	AUTHORITY	Internal
	ADOPTED DATE	N/A
SUBJECT: VMS Resale Inspection Reminders		

To help support an efficient and smooth resale process, we would like to share the following important reminders. Your cooperation helps prevent delays in closing escrow.

Complete the First Inspection Prior to Opening Escrow

- The listing agent (seller's realtor) or member **should request and schedule a first inspection as soon as the member intends to list the manor for sale** by submitting the First and Final Inspection Report Request (found in the resale packet) or by emailing ResalesInspections@vmsinc.org. This proactive measure helps prevent delays to the escrow closing date, providing ample time to review the report and resolve any outstanding requirements without added stress.
- Upon receipt of the first inspection request, staff will check for any open tickets on the manor. If any tickets are open, they will be listed in the first inspection report along with any additional member responsibility items.
- The final resale inspection process **will not begin** until all member responsibility items listed on the first inspection report are completed.
- This first inspection report is required as part of the resale process. A completed copy of this report must be included with the final sales packet.
- Please allow 10 business days for the final inspection to be completed.

Correct Any Member Responsibility Issues

- Any unresolved correction notices require the member to address the issue and verify compliance. Contact **Manor Alterations at 949-597-4616** for assistance.
- Any unresolved damage or moisture intrusion events may require the member to act to close the order. Contact **Damage Restoration at 949-597-4490** for assistance.

Close All Open Mutual Consents

- Any incomplete mutual consents for alteration work in progress or incomplete work, except final alteration closing documents, such as final city permits, must be closed out by the member. Contact **Manor Alterations at 949-597-4616** for assistance.
- Once mutual consents are closed, the final inspection will be performed.

Realtors and escrow officers, please inform your staff and clients of these guidelines.

Find additional information on manor alterations at lagunawoodsvillage.com > [Services](#) > [Manor Alterations](#). Please email alterations@vmsinc.org with any questions regarding mutual consents. Thank you for your continued partnership and attention to these important procedures.