



LEISURE VILLAGE ASSOCIATION, INC.

So, you're ready to enter into escrow on a home in Leisure Village. Congratulations! We can't wait to help you make your dreams a reality. Escrow companies often miss essential steps when dealing with Leisure Village properties, which can lead to delay or miscommunication; the answers below are helpful for both purchasers and escrow companies, and they're a handy tool for realtors to manage client expectations during the closing process.

Q: How do we submit an escrow demand?

A: Your Escrow company should email a demand to the Association Office at escrow@leisurevillage.org.

Q: How do I check the most recent dues paid on a property?

A: Simply call the Association Office at 805-484-2861, 8AM - 5PM, Monday- Friday. They can assist you with checking on your property's account balance. You can also log into your FrontSteps Resident Portal to view your account.

Q: What does the Leisure Village Association require for new owners?

A: In order to add a new owner to a property or change an ownership record, the Association Office must have a copy of the **grant deed showing the owner's name** and a signed **AIF-Unit** form filled out. If the property will be owned by a trust or LLC, the office will also need **a copy of the paperwork naming trustees or business managers/members** and a signed **AIF-Unit** form filled out.

Q: How can new owners get access to the online Resident Portal and new owner paperwork?

A: New owner paperwork will be sent to your Escrow company. Documents in the packet needs to be filled out and returned soon as possible. Once the returned, new owner information will be entered into our system. If a valid unique email address was provided, an invitation email will be sent to gain access to your Resident Portal and Access control app.

New owners should schedule a time to meet with our Security Administrative Assistant at the Association Office between 8:30am- 4:00pm to receive additional information and answer any questions they may have. You will also be able to pick up your name badge and find out when the next scheduled New Commers event will be. The Association Office is located just inside the West Gate off Los Pueblos Dr.



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Q: I'm a new owner—how do I get my vehicle registered with security.

A: Owner vehicles are tracked and granted access to Leisure Village using an LPR (License Plate Recognition) system. After your information has been added to the system, the next time you enter the property, the Gate Officer will ask to see your registration and driver license. Your license plate will be added to the data base.

*** Note, our license plate readers utilize your front license plate. The California Vehicle Code regarding license plates is section 5200.