



## Buyer's Alteration Meeting Everything you need to know!

**Who does this apply to:** Any Buyer of a property in Rossmoor (except for purchases at The Waterford or in Mutual 61).

**Who schedules this:** The Buyer or the Buyer's Agent on behalf of the Buyer.

**What is the format of the meeting:** Zoom only.

**How to schedule this meeting:**

A) Email [rpmfrontdesk@rossmoor.com](mailto:rpmfrontdesk@rossmoor.com)

Please be prepared with the following information prior to scheduling:

1. Name or Purchaser
2. Address of Property
3. Name of Buyer's Agent/Real Estate Company/phone number/email
4. Email address(es) to where the **Zoom** invitation should be sent (This would usually be the Buyer's email address and the Buyer's Agents email address).

**What information do I receive before the meeting:** The Buyer's e-Packet. It includes:

1. Helpful Department Contact information
2. Comcast line-up
3. Utilities information
4. Alteration Permitting information
5. Rossmoor Recycling Guide
6. Sign-up form for the Golden Rain Handyman Service
7. Sign-up form for the Monthly Coupon Autopay
8. Street Map of Rossmoor
9. Mutual Map of Rossmoor

You will also receive a copy of the Alteration and Addition Acknowledgment form if an initial inspection has been completed.

The Alteration and Addition Acknowledgment form **MUST** be signed by the Buyer and returned **prior** to the Zoom meeting taking place.

**How will I receive my Zoom invitation:** The invitation will be sent 12-24 hours PRIOR to the meeting. If you don't see this invite in your in box, always check your "spam" folder. If you have not received, please email [rpmfrontdesk@rossmoor.com](mailto:rpmfrontdesk@rossmoor.com) and they can notify the inspector.

**How long is the meeting:** The Buyer's Alteration meeting takes approximately 30 minutes.

**Is this meeting a requirement for COE:** Yes! Please plan accordingly.