



Selling a Home in Rossmoor

1. Fill out the authorization to inspect form (legibly) and have **homeowner sign**. Either bring a check (made payable to GRF) to the Alteration/Resale office*, drop it in our lockbox right outside our door 24/7 or call to give a credit card number (calls are returned in the late afternoon after walk-ins and emails). **No unit will be inspected if work is in progress, and complete access is not provided (i.e. Painting, Masking).**
2. Once we receive the form and payment, we will schedule an initial inspection for the home. The Manor and Carport inspections will take place and must pass. Please allow 7-10 business days for the inspector to complete and send his report to the realtor. This usually takes two inspections: the Initial Resale Inspection (up to one hour) and the Final Resale inspection (up to 30 minutes).
3. **No Alteration permits are to be issued once the authorization to inspect form has been submitted.**
4. Have the Landscape inspection take place and pass. No appointment is needed for the initial inspection. Landscape will automatically go out and survey the area around the home once the Initial Resale Inspection appointment is set. Make sure no personal items or unauthorized plantings/pots are in the common area. If items need to be removed, you will need to schedule a separate Landscape Final inspection with the **Resales Coordinator** or provide demonstrating compliance by emailing resales*.

Currently, realtors schedule appointments for final manor resale inspections and landscape inspections at the same time and this often occurs right up against the anticipated close of escrow date.

While this routine seems to work for the final manor resale inspections, it has proven there is an insufficient amount of time to get the final landscape resale inspection completed to coincide with the desired close of escrow.

Therefore, when action items are indicated on the Landscape Inspection Report, homeowners and realtors are encouraged and requested to address them and notify the Alteration and Resale Department **as soon as possible** so that it allows enough time for final landscape resale inspection to take place. This means that the realtor can simply send an email to make the notification and then a final landscape resale inspection will be expedited. Then, when the manor is ready for a final inspection, the realtor may contact the Department and schedule an appointment for the final manor resale inspection.

5. Assure that the Buyer's Alteration Meeting is scheduled and occurs. It is the **responsibility of the Seller's Agent to inform the Buyer and their agent to make this appointment**. Buyer's Alterations Meetings are via **zoom only** and may take place **no sooner than seven (7) business days** after the Initial Resale Inspection occurs. To schedule, for accuracy and a paper trail, please email rpmfrontdesk@rossmoor.com, no phone calls. Please be sure the buyer signs the Alteration Acknowledgement form and send back to resales@rossmoor.com prior to Zoom meeting taking place.

Alteration & Resale Department
800 Rockview Drive
Walnut Creek, CA 94595
Phone: 925.988.7660
***Email: resales@rossmoor.com**
***Office Hours: Monday-Friday**
8:00am – 12:00pm & 1:00pm-2:00pm