

POLICIES AND PROCEDURES

Department:	Policy #	Date Issued	Date Reviewed	Date Revised
Administration	ES-1-2013	4/19/2013		
Subject :	Dept. Head:			Date:
Estate Sales	Approved:			Date:

POLICY:

Estate sales should be held off campus whenever possible. It is the policy of Sherwood to allow residents to conduct Estate Sales, or other event open to the general public, on campus in a manner that protects the safety and security of all residents. Sherwood Oaks may refuse to allow Estate Sales if reasonable concerns regarding the operation of the campus exist. This policy does not apply to Sherwood Oaks sponsored marketing events.

PROCEDURE

1. Residents wishing to conduct estate sales must contact the security department at least two weeks in advance of advertising the sale.
2. The Director of Security will determine if the event can be conducted in a manner that protects the safety and security of residents. This determination will in part depend on if the sale is to be conducted by a professional experienced in these types of sales in retirement communities.
3. Extra security personnel will be required in order to control traffic and access to the campus. The number of officers required will be determined by the security department depending on the location of the home or apartment. The resident or their estate will be responsible for the costs of the added security.
4. Estate sales will be conducted on an “appointment only” basis. The number of persons scheduled during any particular time will be determined by the Director of Security in consultation with the family or their designated seller.
5. Residents are encouraged to donate items to Granny Attic as this service directly benefits residents of the community.

6. Scheduling an estate sale or using Granny's Attic in no way relieves the resident from their contractual obligations to vacate the home. Sherwood Oaks will charge residents or their estate for cleanup, disposal and any other costs or fees imposed on Sherwood Oaks as a result of the activity if needed.
7. Persons wishing to conduct on campus activities open to the public must submit an application along with a deposit of \$300 in advance.