



1713 Artesia Blvd. Suite D
Manhattan Beach, CA 90266
310-376-9824ph 310-374-5139fax

Tenant Move-Out Instructions

You have the right to request an initial move-out inspection, at which time management will inspect your rental and, to the extent possible, identify damage, excessive wear and tear, and unacceptable uncleanliness that will have to be remedied in order to avoid deductions from your security deposit. **This inspection is to be done prior to move out so you have time to fix any damage, etc.** You have the right to be present at that inspection if you choose, and we encourage you to do so. If you would like to book a pre-move out inspection please do so no later than 72 hours before your vacate date. Problems that occur between the inspection and when you move out, or that were missed due to the presence of your possessions, can still form the basis of a deduction from your deposit.

If we need to deduct from your security deposit to cover needed repairs or to clean the rental unit, and if the total deduction (for labor and materials) is more than \$125.00, we will give you copies of receipts and invoices for all work done and items purchased. If management or its employees do any of the work, we will bill you at a reasonable rate for that work. These invoices and bills will be included with an itemization of deductions and return of the balance, if any, of your security deposit, which you will receive within three weeks after you move out. (If management does not have these items in its possession when it itemizes and returns any balance, either because the work is yet to be completed or the invoices have not been received, we will include an estimate of the deductions, with the repairperson's name, address, and phone number, and send you copies of bills to you within 14 days of receiving them.) You may waive your right to receive invoices (we will give you a form for this), and you may also rescind that waiver (and ask for invoices) if you do so within 14 days of receiving the itemization.

Please provide a forwarding address where we may mail your security deposit less any past due rent and minus any lawful deductions for the cost of necessary cleaning and repairs of damage in excess of ordinary wear and tear (with receipts and invoices for such deductions). Be sure to change your address with the Post Office.

CLEANING SPECIFICATIONS

- Remove all trash and personal items from home and yard.
- Clean all appliances thoroughly, including microwave, range hood, etc. Clean sinks, cabinets and drawers.
- The carpeting must be professionally cleaned and receipt turned in with keys.
- Wash non-carpeted floors. Remove stains and marks.
- Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards. Remove any nails or picture hangers. You may be charged to patch nail holes if the owner deems it necessary.
- Clean all windows. Secure all screens and remove cobwebs inside and out.
- Make needed repairs to screens and screen doors.
- Clean and disinfect the bathrooms thoroughly.
- Repair or have repaired any damage you or your pets have caused.
- If you are responsible for the lawn care: Mow, trim and remove debris from yard.
- Make arrangements to have your trash picked up before you discontinue service.
- Do not place trash and garbage in the recyclable cans, fine may apply.