



Professional Financial Investors, Inc.

LETTER OF INSTRUCTIONS TO DEPARTING RESIDENTS

"TENANT"

1.
2.
3.

APARTMENT #

PROPERTY

ending on

NOTICE OF RIGHT TO REQUEST INSPECTION

You are hereby notified in writing that, pursuant to California Civil Code 1950.5, you have the right to request that the Landlord or his Agent make an initial inspection of the premises prior to the termination of your tenancy, at which you have the right to be present.

The purpose of the inspection is to give you an opportunity to remedy deficiencies in the Premises in a manner consistent with the rights and obligations of the parties under the rental agreement, in order to avoid deductions from your security deposit.

If you request an initial inspection, it will be scheduled at a mutually acceptable date and time but no earlier than two weeks before the termination or the end of the lease date. You will be given at least 48 hours prior written notice of the date and time of the inspection if either a mutual time is agreed upon, or if a mutually agreed time cannot be scheduled but you still wish an inspection.

After the inspection, the Landlord or his Agent will give you an itemized statement specifying repairs, cleaning, or any other items that will be the basis of deductions from your security deposit if not corrected prior to your departure from the premises.

You are *not* required to have your Premises inspected prior to termination of your tenancy. This is an option.

If you do not complete and return this Notice to the Landlord at the address indicated below within three days after receiving it, the Landlord will presume that you do not want an inspection prior to the termination of your tenancy and no further action relative to inspection *prior* to the termination of tenancy will be taken.

OWNER/AGENT _____ DATE _____

NAME:	TELEPHONE #:
ADDRESS:	

REQUEST FOR / OR WAIVER OF INSPECTION

TENANT DOES DOES NOT request initial inspection
 TENANT DOES DOES NOT waive the 48 -hour written notice
 for the time of inspection

In order to accomplish as smooth a transition as possible please find attached the following information:

- Move-out cleaning instructions.
- Deduction from security deposits for damages.

You are expected to complete your moving and return the keys by 12:00 p.m. (Noon) on the day you have stated in your Notice of Intent to Vacate in order to avoid any scheduling problems or additional rent charges. **Return of keys to Management constitutes change of possession and stops additional rent charges from being assessed.**

To assist us in making refunds to you promptly, we ask that you review the security deposit section of the "Agreement to Rent or Lease" and the "Paint and Cleaning Charges Agreement" you signed when you moved in. This will clarify the refund procedure and explain any additional charges which you may have incurred.

Your signed lease Agreement states:

TRASH-Tenants agree to dispose of extraordinary household trash such as Christmas trees, damaged furniture, broken appliances, and the like, by arranging, at Tenant's expense, for hauling to the dump.

- These items are **not** allowed in or around the normal building trash bins.
- These items are **not** to be left on decks or in porch areas.

Any items left in or by trash bins that generate an extra charge for disposal will be charged back to the tenant.

PAINING AGREEMENT

Length Of Occupancy	Tenant's Charge
Less Than 1 Year	Full Charge
More Than 1 Year, But Less Than 2 Years	1/2 Charge
Over 2 Years	No Charge

CARPET AND WINDOW COVERINGS AGREEMENT

The carpets and window coverings have been professionally cleaned before you moved in. Upon vacating, the carpets and window coverings will be professionally cleaned, and the Tenants agree to be responsible for such costs. Tenants agree to costs assessed at any time the Tenant(s) vacate the apartment, regardless of the length of Tenancy.

CLEANING CHARGES - The following charges will be specifically agreed to for carpet, window covering cleaning and general cleaning.

Carpet Cleaning - Actual Cost

Window Covering Cleaning/ Repairs - Actual Cost

General Cleaning-Actual Cost (ie. Cleaning of windows; kitchen; and bathroom).

If Tenants choose to have an outside, licensed professional agency perform service on the unit, upon move out they must provide Management with an invoice for work performed.

A forwarding address ensures that you receive the Security Deposit Transmittal promptly.

If you have any questions, please do not hesitate to contact the manager.

PROFESSIONAL FINANCIAL INVESTORS

MOVE-OUT CHARGES CHECK-OFF LIST

PROPERTY:		APARTMENT #:	
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	YES	NO
GENERAL CLEANING		
CARPET CLEANING		
CARPET REPLACEMENT		
WINDOW COVERING CLEANING		
WINDOW COVERING REPLACEMENT		
REPAIRS NEEDED BECAUSE OF TENANT		
REPLACEMENT OF MISC. ITEMS BECAUSE OF TENANT		
DEBRIS REMOVAL		
RE-KEYING OF LOCKS IF OLD KEYS ARE NOT TURNED IN		
LEGAL FEES:		
PAINTING- FULLCHARGE-1/2 CHARGE-NO CHARGE		
OTHER:		
OTHER:		
OTHER:		
OTHER:		
OTHER:		
OTHER:		
OTHER:		

This is not a final accounting of the security deposit. The Landlord or his Agent will revisit the Premises following your departure to assess any items/issues that may not have been visible during the prior walk-through or that may have occurred since the prior walk-through.

Tenant Signature

Date

Management Signature

Date