



INSTRUCTIONS FOR PROPER VACATING

We hereby acknowledge that we have received notice of your intention to vacate your apartment as of _____. In order to facilitate the closing of your account and to avoid any possible misunderstandings, we would appreciate your cooperation in observing the following conditions:

1. **AUTO-PAY:** If you enrolled in Autopay through your Resident Portal to pay your monthly rent; you will need to log-in to your Resident Portal and TURN OFF AutoPay so that a FULL month's rent **does not** draft from your bank account on the next rent cycle. If you skip this step and a FULL month's rent **DOES** draft your bank account, the funds **cannot** be returned until your Deposit Accounting has been processed.
2. **DEPOSITS:** Deposits will be returned in accordance with California law. However, no deposits can be returned until our office has received all keys, the apartment checked, and all conditions of your rental agreement have been adhered to.
3. **30 DAY WRITTEN NOTICE:** If less than one month's written notice has been given, you will be responsible for the rent on your apartment for thirty days from the date you gave us notice unless we are able to find a new tenant at an earlier date. However, you will still be responsible for the rent up to the date the new tenants take possession.
4. **CHANGE OF PLANS:** Please advise us promptly if you wish to change your plans in any way.
5. **KEYS:** You are responsible for turning in keys to the office or to the apartment manager. Do not leave keys with your neighbor. You will be charged rent until all keys are in our possession. Your deposit will be refunded only after our office receives all keys.
6. **PREVIEWING:** Please cooperate with our rental department in showing your apartment to perspective tenants. Every effort will be made to show it by appointment only, with 24-hour notice.
7. **DAMAGE:** In accordance with your written agreement with us, you are expected to leave your apartment CLEAN and in excellent repair with no damage to the building or its fixtures.
8. **CLEANING:** Things we would expect the tenant to have clean, including but not limited the following:
 - a. Clean inside kitchen cabinets, in and out and remove paper on shelves
 - b. Wash down cabinet fronts
 - c. Spray clean grout
 - d. Refrigerator cleaned (pull out drawers and shelves) Leave turned on.
 - e. Stove cleaned
 - f. Oven cleaned
 - g. Wash all floors
 - h. Clean all light switches
 - i. All towel bars to be wiped clean and polished
 - j. Clean sliding doors/windows (including metal frames)
 - k. **Carpets professionally cleaned by a truck-mounted vehicle** (*A.G. Davi will schedule carpet cleaning at the standard rate if no receipt of proof of cleaning is provided*).
 - l. Vacuum throughout (including carpets and cupboards)
 - m. Store room in patio cleaned out
 - n. Patio swept clean
 - o. Tub corners, sliding door tracks and sliding door
 - p. Bathroom and kitchen floors cleaned
 - q. Polish all fixtures (including faucets and chrome)

- r. Clean mirrors
 - s. Walls, as needed
 - t. Clean filter screens in fans (kitchen and bathroom)
 - u. Clean or replace stove tins, as needed
 - v. Leave deodorizer in apartment
 - w. Window coverings must be clean & free of dust (dry cleaned if necessary)
9. **CARPORTS:** Carport constitutes part of your rental area and must be left in clean, undamaged condition. Clean all storage lockers and remove oil stains from concrete.
10. **RUBBISH:** Please arrange to have all trash and rubbish hauled from the premises. Do not leave it stacked outside the door or in the garage area or you will be charged for its removal.
11. **NO OFFSETTING:** Attempts to offset rent with deposit or failure to pay in advance the full month's rent, constitutes a Unlawful Detainer and could subject you to triple damage.

We wish you every happiness in your new home, and please feel free to reference us as a reference should you so desire.

Thank you,

A.G. Davi Ltd.