



## GARBAGE DISPOSAL ADDENDUM

**Property Address:** 4811 Glenhaven Dr., Oceanside, CA 92056

It is best to use cold water – **NOT hot water** – when you run your disposal. Let the cold water run as long as the motor is running and be sure to avoid overloading the disposal.

- Cornhusks, artichokes, onionskins, celery and other high-fiber materials can clog your disposal.
  - No eggshells, potato peels or asparagus ends.
  - Do not pour fats or cooking oils into your sink. Liquid fats can solidify in cold drainpipes, trap food particles and clog the drains.
  - Do not put coffee grounds down the drain.
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- If your disposal is clogged, turn off the motor and the water.
    - Reach under the sink and insert the service wrench that came with your disposal – or a ¼ inch Allen wrench – into the hole on the bottom of the disposal. Turn it back and forth until it can turn freely in complete circles.
    - Then use tongs to remove whatever caused the disposal to jam.
    - Finally, press the red “reset” button on the bottom of your disposal in case the disposal needs to be reset.

Food particles, which remain in your disposal, can cause odors. Put a combination of ice cubes and lemon peel in the disposal, run it for about thirty seconds, and then run cold water through the disposal. Disposal cleaner or degreaser may help too.

_____ Signature of Tenant	_____ date
_____ Signature of Tenant	_____ date
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Property

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## MOVE-OUT CLEANING CHECKLIST

**DAMAGES:** Repair any excessive damage to walls, floors, tile, appliances, or fixtures caused during occupancy. Any repairs must be completed to the satisfaction of Ranch & Sea Management. We can recommend vendors if you need assistance. **Please do not attempt to touch up small nail holes unless paint is an exact match**, as it can be more costly to correct your work than to fix the original marks and that cost will be charged to you.

### **KITCHEN:**

- ❖ **Cabinets/Pantry:** Remove dirty shelf paper and crumbs. Wipe fingerprints, food splashes, grease etc from doors. Vinyl/Linoleum/Tile floors should be mopped clean (special care required for wooden floors) they should be free of dirt, grease, spills and scuff marks.
- ❖ **Refrigerator (If provided):** Should be free of frost build-up. Wipe interior and exterior, including freezer. Unplug and leave propped open to avoid odor build-up and mildew.
- ❖ **Stove/Oven:** Clean drip pans, knobs, inside and outside surfaces, including grill underneath hood/fan. Oven racks and broiler pan should be clean and in place. Microwave interior and exterior should be clean and any racks or glass plates should be in place and clean.
- ❖ **Disposal/Compactor:** Run disposal one final time to be sure all waste has been emptied.
- ❖ **Dishwasher:** Wipe interior and exterior. Prop open to prevent mold/mildew.
- ❖ **Countertops:** Clean surfaces and scrub grout.

### **GENERAL HOUSEHOLD**

- ❖ **Carpets:** Have all carpets professionally steamed or dry cleaned, unless noted on move-in checklist that they were not professionally cleaned prior to move-in.
- ❖ **Washer/Dryer (If provided):** Wipe inside and out, remove lint from dryer, and turn off water valves.
- ❖ **Windows:** Wash inside and out including tracks and windowsills.
- ❖ **Window Coverings:** Dust or wash mini-blinds/verticals (not cloth blinds). If drapes have been provided check with management to determine if you are required to have them cleaned. Excessive cigarette/pipe/cigar smoke is not considered normal wear and tear and those odors must be removed from carpets and drapes.

- ❖ **Clean Trim:** Wipe to remove fingerprints and other dirt from light switches, outlets, doorframes and knobs, stair rails and baseboards.
- ❖ **Drawers and Cabinets:** These should be wiped out and free of all crumbs, hair and trash.
- ❖ **Drains:** All drains should drain freely.
- ❖ **Sinks and Faucets:** Clean, disinfect, remove all hard water spots and polish chrome.
- ❖ **Light Fixtures:** Bulbs should be functional and remain in all permanent indoor/outdoor fixtures. Wash inside and outside of light covers.
- ❖ **Smoke Detectors:** All smoke detectors must be functioning upon move-out.
- ❖ **Fireplace:** Clean screen, mantle and hearth. Remove ashes, make sure flue is closed. If there is a gas key or gas logs and starter, be sure they are in place.
- ❖ **Cobwebs:** Remove cobwebs from corners, closet, baseboards, stairways, lights, and ceilings.
- ❖ **Exterminator:** If there are pets on the premises a certificate of professional flea exterminator must be presented (flea bombs are not accurate).

## **BATHROOM**

- ❖ **Tub/Shower:** Remove stains and mildew in grout and tracks. Clean shower door and track. Replace curtain if one was provided with like kind. Leave toilet seats up to retard growth of mold. Mirrors, countertops, basins, cabinet doors, toilets, medicine cabinets, light fixtures should be cleaned and disinfected. All surfaces must be free of hair.

## **EXTERIOR**

- ❖ If a gardener was not provided, the lawn should be mowed no sooner than one week prior to move-out and garden should be free of weeds. Remove all trash and garbage from the premises, including garage/storage areas. Sweep balconies, decks, sidewalks, and garage/carport and remove all debris. Remove any oil stains from driveway.

Tenant's Initials \_\_\_\_\_ Date \_\_\_\_\_

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## SECURITY DEPOSITS

Tenant Security Deposit *is not rent*. It is a good faith deposit and a pledge to fulfill each condition in your lease agreement. In the event that there is damage to the residence or premises that is not *normal wear and tear*, the deposit will be applied to the cost of the repairs, etc. It is expected that the residence be left in the same condition it was received. *Normal wear and tear* is expected. An example of this would be carpet: traffic wear is normal; cigarette burns or shoe polish in the carpet would not be normal.

## TIPS ON DEPOSIT REFUND

It is our intent to refund deposits whenever possible. The following tips will assist in ensuring that tenant is refunded as much of their deposit as possible:

1. Remove all belongings from residence.
2. Remove all trash from inside AND outside residence; patio, fireplace, yard, etc.
3. All appliances and fixtures must be cleaned.
4. All misc. items must be present. (i.e. ice trays, sink stoppers, broiler pan, etc.)
5. Clean all mirrors, cabinets, drawers and shelves thoroughly.
6. Mop and/or clean all carpet and flooring.
7. Tubs/showers, shower doors and runners must be clean.
8. Return all keys and remotes.
9. Fulfill the terms of your lease, including a written 30-day notice of intent to vacate.

The electricity must be on for a walk-through of your residence. If not, tenant will be assessed the cost to re-connect and disconnect for inspection.

It is suggested that tenant participate in the preliminary move-out inspection with the manager. Tenant will be made aware of any assessments for damages to the residence and the corresponding deductions from the security deposit.

I have read and understand the above.

\_\_\_\_\_  
*Tenant Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Tenant Signature*

\_\_\_\_\_  
Date



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**UNDERSTANDING YOUR RESIDENCY**

The Rental Agreement you will be signing will be for a specified length of time, either Annual Lease or Month-to-Month. We will be happy to provide you with an advance copy for your review, upon request. Signing of the lease or Rental Agreement will be scheduled immediately preceding your move-in. If you have any questions, please ask the agent before signing the agreement. In either case, a Move-in Checklist noting the condition and any deficiencies of the premises will be recorded and mutually signed by you and the Property Manager. This same list will be used to compare the condition of the premises at the time of move out to determine any charges for cleaning or damages.

**MONTH-TO-MONTH RENTAL AGREEMENT**

1. A Month-to-Month rental will continue until either party gives 30-Day Notice, in writing to terminate. It is a binding contract and all terms will be outlined on the agreement.
2. Following notice of termination by either party, rent must still be paid for your last month, as scheduled. You may not use your Security Deposit as last months rent. It will be used towards cleaning and or damage repair, if necessary, once you vacate the property.
3. Security Deposit refund will be mailed within 21 calendar days following the move-out inspection, once you have returned all keys and garage remote. Deductions, if any, will be itemized at that time. Written guidelines will be provided to help insure you receive the maximum refund available.

**LEASE AGREEMENT**

1. A lease commits you to be a specified length of time (i.e. 3, 6, or 12 months). You are committed to paying rent for that time. If you cannot commit to a specific period, request a month-to-month agreement, as a lease is not easy to break without severe penalties.
2. It is suggested that you contact your Property Manager 30 days prior to the expiration date of your lease to discuss either continuation of your lease or setting your move out date.
3. Your lease may be terminated by Ranch & Sea Property Management or the owner with proper notice, due to non-payment of rent breach of any terms and conditions of your lease agreement. Non-payment will result in an Unlawful

Detainer action being served a judgment of all monies due will be issued against you. All of which will appear on all future credit reports, and may be cause for an appearance in court.

**EARLY TERMINATION OF LEASE**

- 1. You will not be released from you release if you are offered Military Housing, but may be released if proofs of military out of area relocation orders are received. You must submit a copy of your orders and a written 30-day notice to vacate. Rent is to be paid through the end of the 30-day notice.
- 2. You are responsible for your rent for the complete term of the Lease Agreement. If you find it necessary to vacate early, you will be responsible for the rent until the property is re-rented or until the lease expires, whichever comes first. You will also be responsible for all advertising and re-leasing costs incurred, including commissions.

**SECURITY DEPOSITS**

- 1. Security deposit is **NOT** to be applied to last month's rent. Any refund will be mailed within 21 calendar days following return of keys, garage door openers and the property inspection. Deductions, if any, will be itemized at that time. Written guidelines will be provided to assist you with the move-out process and to ensure you get the maximum refund available.

I (We) acknowledge that I (we) have read and accept the above terms.

Resident Initials \_\_\_\_\_

Resident Initials \_\_\_\_\_

Resident Initials \_\_\_\_\_

Reviewed by Broker or Designee _____  Date _____
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## Receipt for Earthquake Safety & Environmental Hazard Guide

I have received a copy of *The Homeowner's guide to Earthquake Safety and Environmental Hazards* which includes the Federal *Protect Your Family From Lead* booklet, as well as Chapter VII, Mold.

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Tenant	Date
_____	_____
Tenant	Date
_____	_____
Tenant	Date
_____	_____
Tenant	Date
_____	_____



**UTILITY AGREEMENT**

PROPERTY ADDRESS:

4811 Glenhaven Dr., Oceanside, CA 92056

THIS AGREEMENT is an addendum and part of the Residential Lease Or Month-to-Month Rental Agreement dated: \_\_\_\_\_ between:  
\_\_\_\_\_(Owner)

and \_\_\_\_\_ (Tenant(s)). Tenants agree to pay the following utilities and have contacted the appropriate companies to have the utilities turned on in their name effective the date of move-in as stated in lease.

**UTILITIES INFORMATION (TRANSFERRED INTO YOUR NAME)**

	<u>Effective Date</u>	<u>Account Number</u>
<b><u>SDG&amp;E</u></b>	_____	_____
<b><u>WATER</u></b>	_____	_____
<b><u>TRASH</u></b>	_____	_____
<b><u>GARDENER</u></b>	_____	_____
<b><u>OTHER</u></b>	_____	_____

**It is understood that keys will not be released until said utilities are in Tenant's name with corresponding account numbers.**

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Manager Date