

PACIFIC SHORE

PROPERTY MANAGEMENT

Dear Resident(s):

We want to thank you for your tenancy at one of our properties, it has been a pleasure serving you, and we hope you have enjoyed your time with us!

Attached you will find a 30-Day Notice to Vacate form as well as cleaning instructions for the apartment. Some important items to keep in mind to ensure a smooth move-out process are:

- All residents named on the lease must sign the 30-Day Notice to Vacate form. This form must be returned to us in order to begin the 30-Day Notice requirement to properly vacate. The most expedient way to return the form is to email it to leasing@pspmla.com or fax it to (310) 839-8971.
- Your security deposit may not be used for your last month's rent.
- If you would like to schedule a pre move-out inspection of your apartment please contact the Maintenance Department directly by emailing maintenance@pspmla.com. Please note that pre move-out inspections may be scheduled no sooner than two weeks prior to your move-out date.
- If you intend to clean the property yourselves, rather than have our cleaning company handle the clean, please follow the attached cleaning instructions (otherwise there is a risk of being charged for cleaning).
- All keys, remotes, key fobs, etc. must be returned to our office on the day you vacate the property. You will still be in possession of the property until these items have been turned in. If you are not familiar with it, our office is located at 2214 Artemis Place, Los Angeles, CA 90064. Artemis Place is the first street (it looks like an alley FYI) West of Barrington Ave., and we are just South of Olympic Blvd. Our office is open Monday – Friday from 9:00AM to 4:00PM. We have a 24-hour drop slot in our front door for after hour use. Please use an envelope if using our drop slot for key drop off, and email the Maintenance Department at maintenance@pspmla.com to confirm receipt.
- Your security deposit will be returned to the forwarding address listed on your 30-Day Notice to Vacate form within 21 calendar days of you vacating the property.

If we can be of any assistance during your move-out process please let us know. We thank you again for your residency, and wish you all of the best in your future endeavors!

Sincerely,

Pacific Shore Property Management Team



30-Day Notice to Vacate

Current date: _____

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____

Reason for moving: _____

Expected move-out date: _____

I (we), _____, do hereby give notice to vacate the property stated above. I (we) do acknowledge that I (we) are responsible for rent for 30-days from the day this notice is **received** by Pacific Shore Property Management (“PSPM”), or until the end of my (our) lease period, whichever is longer. If the term of the lease agreement is not fulfilled I (we) understand that additional fees may apply. **I (we) agree to return all keys, mailbox keys, remotes, etc. (collectively, “Keys”) to PSPM’s office on the day I (we) vacate the property.** I (we) understand that until all Keys are returned to PSPM I (we) will still be in possession of the property. Any changes to the move-out date must be submitted in writing to Pacific Shore Property Management. During the period of this notice I (we) understand that Pacific Shore Property Management will be showing the property to possible future tenants providing reasonable notice is given. If I (we) intend to clean the property prior to vacating, so as not to be charged a cleaning fee, I (we) agree to follow the Cleaning Checklist attached to this notice.

Please mail my security deposit return to,

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Cleaning Checklist

- Clean from room to room.
- Clean top to bottom. Clean ceiling, then light fixtures then window & blinds, walls, and the floors last.
- Use Pledge or Old English Polish on wood cabinets after you have cleaned them with Pine-sol/water solution.
- Vacuum out drawers and cabinets first, and then wash them out with pine-sol & water solution.
- Wash metal floor vents in dishwasher first, and then use pine-sol/water solution to wipe them out.
- Use a dry toothbrush to clean switches, outlets, phone & cabinet jack crevices.
- Use Pine-sol with warm water to wash down 90% of the interior.
- Use Soft Scrub and a toothbrush to clean around faucet handles.
- Use Soft Scrub to clean bath fixtures and showers. Then buff with a dry towel or glass cleaner to get streak-free mirror finish on chrome.
- Use Pumas stone to remove hard water stains in toilets.
- Vacuum window & patio door tracks, then use solution with toothbrush to clean well.
- Vacuum carpets & treat stains.
- Use self clean feature of oven first, then use oven cleaner. After applying oven cleaner, set the oven temperature to warm to expedite the drying of the oven cleaner solution. Then use a dry towel to remove the residue from the oven cleaner. This may take several attempts.
- Use degreaser and a scrub brush to remove oil from driveway, garage, your assigned parking space, and storage.
- Roll the refrigerator out and clean behind/underneath; pull out stove drawer to clean underneath.
- Goo-B-Gone works to remove gum & stickers.

**If you are unclear on any of these instructions please contact the office
BEFORE you begin cleaning the apartment.**