

LETTER OF INSTRUCTIONS TO DEPARTING RESIDENT

IF YOU WISH TO REQUEST A PREINSPECTION OF YOUR UNIT, PLEASE NOTIFY OUR OFFICE TO SCHEDULE A TIME. THE SCHEDULED TIME MUST BE NO EARLIER THAN TWO WEEKS PRIOR TO YOUR MOVE-OUT. IF YOU DO NOT RESPOND TO OUR OFFICE, YOU WILL WAIVE YOUR RIGHT TO A PREINSPECTION.

In departing we ask that you leave your unit as clean as possible in order to avoid any unnecessary charges for cleaning. The cleaning requirements are listed below.

KITCHEN

1. Clean refrigerator, shelves, crisper and floor under refrigerator. Vacuum refrigerator coils.
2. Clean all cupboards, tile, fans and faucet fixtures.
3. Clean range, under stove top, burners, knobs, oven, drip pans, range hood, and filters.

BATHROOMS

1. Clean toilet and toilet tank.
2. Clean chrome fixtures, fans and mirrors.
3. Wipe inside of medicine cabinet.
4. Clean floor, tile and baseboards.
5. Clean shower, shower door tracks, bathtub and grout.

LIVING ROOM, DINING ROOM & BEDROOMS

1. Clean baseboards.
 2. Wipe finger marks and other scuffmarks off walls and doors.
 3. Remove picture hanger hooks.
 4. Wipe drapery rods.
 5. Wash mirrors, windows, windowsills, and window tracks. Dust screens.
 6. Vacuum and dust closets and shelves. Remove hangers.
 7. Clean sliding door tracks.
 8. Remove all boxes, litter and debris from premises.
- If during your tenancy, you have had fur bearing animals as pets, you will be expected to have your unit professionally treated for fleas and provide California-West, Inc., with a receipt at the time you vacate the premises.
 - If any of the above mentioned items are not attended to at the time you vacate your unit, they will be subject to performance by California-West, Inc., at your expense and will be deducted from your security deposit as set forth in your rental agreement.
 - In order to avoid any problems or additional rent charges, it is our expectation that you will move out by the day you have stated. To assist us in making refunds due you promptly, we ask that you make sure we have your forwarding address.

One of our office staff will be doing the required move-out inspection as soon as possible after the unit is vacated and keys have been returned to California-West, Inc.

Thank you for your continued cooperation as we prepare for your departure. If you have any questions, please don't hesitate to call on us.

Sincerely,
California-West, Inc.