

# New Tenant(s) Move-In Letter

Post Office Box 3462, Shell Beach, CA 93448

(Telephone: 805/610-3949)

From: Richard or Vicki Harrison

Date:

To:  
2565 Solano Road, #  
Shell Beach, CA 93449

Welcome to your new home. We hope you will enjoy living here. This letter is to explain what you can expect from the management and what we'll be looking for from you:

1. **Rent:** Due by the 1<sup>st</sup> of the month before 5:00 pm. There's no grace period for payment of rent, also we do not accept post-dated checks.
2. **New Roommates:** If you want someone to move in as a roommate, please contact us first. If your rental unit is big enough to accommodate another person, we will arrange for the new person to fill out a rental application. If it's approved, all of you will need to sign a new rental agreement. Depending on the situation, there may be a rent increase to add a roommate.
3. **Notice to End Tenancy:** To terminate your month-to-month tenancy, you must give a 30 days' written notice. We have a written form available for this purpose. We may also terminate the tenancy, or change its term, on 30 days' written notice. If you give less than 30 days' notice, you will still be financially responsible for rent for the balance of the 30-day period.
4. **Deposits:** Your security deposit will be applied to costs of cleaning, damages or unpaid rent after you move out. You may not apply any part of the deposit toward any part of your rent in the last month of your tenancy.
5. **Manager:** Richard & Vicki Harrison, Post Office Box 3462, Shell Beach, CA 93448, Phone: (805) 610-3949 are the Rental Owner/Management. You should pay your rent to them and promptly let them know of any maintenance or repair problems and any other questions or problems. The Office hours are 1:00 pm to 4:00 pm on (Tu – Thur) by telephone.
6. **Landlord-Tenant Checklist:** By now you should have taken a walk-through of your apartment to check the condition of all the walls, window coverings, carpets, and appliances and test the smoke alarms and fire extinguisher. These are all listed on the Property Condition (Move In – Move Out) Checklist, which you should have reviewed carefully and signed. When you move out, we will ask you to check each item against its original condition as described on the Checklist.
7. **Maintenance/Repair Problems:** We are determined to maintain a clean, safe building in which all systems are in good repair. To help us make repairs promptly, we will give you Maintenance/Repair Request form to report to the management any problems in your home, such as a broken water pipe, or on the building or grounds, such as electric lights not working (extra copies are available from the Rental Management). In an emergency use the form and please call Richard or Vicki Harrison at (805) 610-3949.
8. **Semi-Annual Safety and Maintenance Update:** To help us keep your unit and the common areas in excellent condition, we will ask you to fill out a form every six months updating any problems on the premises or in your rental unit. This will allow you to report any potential safety hazards or other problems that otherwise might be overlooked.
9. **Annual Safety Inspection:** Once a year, we will ask to inspect the condition and furnishings of your rental unit and update the Property Condition (Move In – Move Out) Checklist. In keeping with state law, we will give you reasonable notice before the inspection, and you are encouraged to be present for it.
10. **Insurance:** We highly recommend that you purchase renter's insurance. The building property insurance will not cover the replacement of your personal belongings if they are lost due to fire, theft or accident. In addition, you could be found liable if someone is injured on the premises you rent as a result of your negligence. If you damage the building itself – for example, if you start a fire in the kitchen and it spreads –you could be responsible for large repair bills.
11. **Moving Out:** It's a little early to bring up moving out, but please be aware that we have a list of items that should be cleaned before we conduct a move-out inspection. If you decide to move, please ask the Rental Management for a copy of our Move-Out Letter explaining our procedures for inspection and returning your deposit.
12. **Telephone Number Changes:** Please notify us if your home/work number changes, so we can reach you in an emergency.

Please let us know if you have any questions.

Sincerely,

Rental Owner/Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and received a copy of this statement.

Resident(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_