Tenant Manual — Home Care

Tenant(s):   **Address:**   276 Palisade Avenue, Shell Bch, CA 93449

I. Rental Agreement Forms

1. ___ Rental Agreements (i.e.: garage/storage and parking)
2. ___ Addendum Forms (i.e.: mold, crime free, satellite dish)
3. ___ Disclosure Forms (i.e.: lead base paint and pest control)
4. ___ Receipt Forms (i.e.: roommate security deposit & keys)
5. ___ Notices, Letters, E-mails and All Memorandums

II. Programs, Inspections & Reports

1. ___ Early Rent Rebate Program
2. ___ Drive By Inspection Report
3. ___ Annual Inspection - Reports
4. ___ Utility Leakage - Water Report
5. ___ Utility Waste, Parking/Grounds
6. ___ Tenant's Rental Insurance Program
7. ___ Tenant Late Rent Warning Excuses
8. ___ Letter of Notice of Accountability
9. ___ Reporting Tenants To All Agencies

III. Equipment & Property Care/Instructions

1. ___ Laminate Flr
2. ___ Nylon Carpet
3. ___ Ceramic Tile
4. ___ Granite Care
5. ___ Dryer (Gas)
6. ___ Washer F/L
7. ___ Water Heater
8. ___ Thermostat
9. ___ Wall Heater
10. ___ Fd Disposer
11. ___ Dishwasher
12. ___ Microwave
13. ___ Range/Oven
14. ___ Refrigerator
15. ___ Ceiling Fans
16. ___ Smoke Alarms
17. ___ Water Softener
18. ___ Floor Plan 4-Bd

IV. Maintenance, Repairs & Preventions

1. ___ What Not To Put Down Drains/Food Disposer
2. ___ 10-Things, Not To Flush Down The Toilets
3. ___ 5-Simple Ideas To Keep Drains Clean
4. ___ Maintenance/Repair Request Form
5. ___ Patching Nail Holes and Painting
6. ___ How To Get Rid of Bed Bugs
7. ___ Emergency Contact
8. ___ TBA

V. Required Pamphlets & Brochures

1. ___ Protect Your Family From Lead in Your Home   *(Also posted on web site: DoubleHeart.Org*
2. ___ Guides for Tenants, Landlords, Homebuyers
3. ___ Tenant and Landlord Rights

This form confirms knowing location of information on Web Site; needed by all tenants.

Tenant's Signature _____   Date: _____

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