



O: (858) 332-2480 | F: (858) 314-3161 | www.inflexusmgmt.com
2815 Camino Del Rio South, Suite 118 San Diego, CA 92108
"Management you can count on!"

Dear Resident,

Welcome to your new home! Inflexus Management is excited to be your new management company and we look forward to serving your property related needs. This letter is to explain what you can expect from the management company and what we'll be looking for from you. We hope the following information will make your move-in as smooth as possible.

MONTHLY RENT:

The monthly rent is due on the 1st day of each month. Per the terms of your lease, rent is considered late and is subject to a 6% late fee after 12:01AM on the 4th.

HOW TO PAY YOUR RENT

***** First months rent must be paid by cashiers check or money order.**

1. **Pay by Personal Check, Cashier Check or Money Order (Cash is NOT accepted):**
YOU CAN MAIL YOUR PAYMENT TO OUR MAILING ADDRESS OR DELIVER IT IN PERSON TO OUR OFFICE. Please write the property address and your unit number on the memo line (Example: Sunshine Apartments/#30).

Office Address:
INFLEXUS MANAGEMENT
2815 Camino Del Rio South, Suite 118
San Diego, CA 92108

2. **Pay online by ACH (FREE OF CHARGE!)**
Please contact our office at (858) 332-2480 and we will set-up your online tenant portal. A valid e-mail address is required.

UTILITIES

Make sure you switch the utilities into your name so you aren't stuck in the dark. A list of all the utilities can be found on our website at www.inflexusmgmt.com

Please call San Diego Gas & Electric and switch the utilities into your name BEFORE your move-in date. The utility company charges an additional fee if there is a lapse in service.

SAN DIEGO GAS & ELECTRIC: (800) 411-7343

MOVE-IN INSPECTION

There will be no formal "move-in" inspection when you take possession of the unit. You will have **5 days** after the start of the lease to notify the management company of any damages/maintenance concerns within your unit so they can be addressed. It is your responsibility to return the Move-In/Move-Out form addressing any

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concerns regarding the unit. This list will be used to access damage charges when you vacate the property. After 5 days, the management company is no longer responsible for present damages within the unit and you may be charged for such items when you vacate.

MAINTENANCE ISSUES & REPAIRS (INLCUDING EMERGENCIES)

We are determined to maintain a clean and safe residence for our residents. To help us make repairs promptly, **we ask that you submit all maintenance requests as soon as you notice them.** The longer your wait, the worse the issue will get and you will impair our ability to maintain an enjoyable living environment.

To make a maintenance request please call our office at (858) 332-2480 or submit a request online through your tenant portal.

In case of a maintenance emergency, please call 858-332-2480. If you reach the voicemail, leave a message- ALL VOICEMAILS ON THIS LINE ARE MONITORED 24 HOURS A DAY/ 7 DAYS A WEEK!

***** Some examples of emergencies include: floods, fire, power failure, smell of gas, etc.**

***** If you have a medical or criminal emergency please call 911**

CHANGES IN YOUR CONTACT INFORMATION

Please notify us if your home or work phone number changes so we can reach you incase of an emergency. Also, please provide us with your latest email address so we can provide you access to an online tenant portal.

RENTERS INSURANCE

Although it is not required, we recommend that you purchase renter's insurance. The building property insurance policy will not cover the replacement of your personal belongings if they are lost due to fire, theft, rain, and/or any other cause. Resident is hereby advised to obtain his/her own insurance policy to cover any personal losses.

SAFETY INSPECTION

To help keep the residence safe and in accordance with local, state and/or federal regulations, we may conduct a semi-annual or annual inspection of the building systems including the fire alarms and/or carbon monoxide detectors in your unit. We will notify you of this inspection by a written 24-hour Notice of Entry.

LOCKS & KEYS

If you lock yourself out of your unit or lose your keys it is not the responsibility of the landlord or management company to let you in. You must contact a licensed locksmith to provide you entry. If we are called out for this reason you will be charged the full amount of any expenses incurred in addition to a \$150.00 labor charge. Payment will be due in full at the time of service.

If you lose any of your keys, including the key to your unit, common area, pool, laundry room, or mailbox you will be charged \$75.00 per key.

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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 tenancy.**

NOTICE TO END TENANCY

To terminate your month-to-month tenancy, you must give a 30-day written notice. We have a written form available for this purpose. We may also terminate the tenancy, or change its term, on a 30-day 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.

MOVING OUT

While it is still early to talk about moving out, 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 us for a copy of our Move-Out letter explaining our procedures for inspection and returning your deposit.

We hope you enjoying living at your new home and we look forward to making your tenancy as enjoyable as possible.

OFFICE HOURS

Monday - Thursday 9:00AM to 5:00PM
Friday 10:00AM to 2:00PM

OFFICE LOCATION

2815 Camino Del Rio South, Suite 118, San Diego, CA 92108

OFFICE PHONE NUMBER

(858) 332-2480

Sincerely,

The Inflexus Management Team!

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