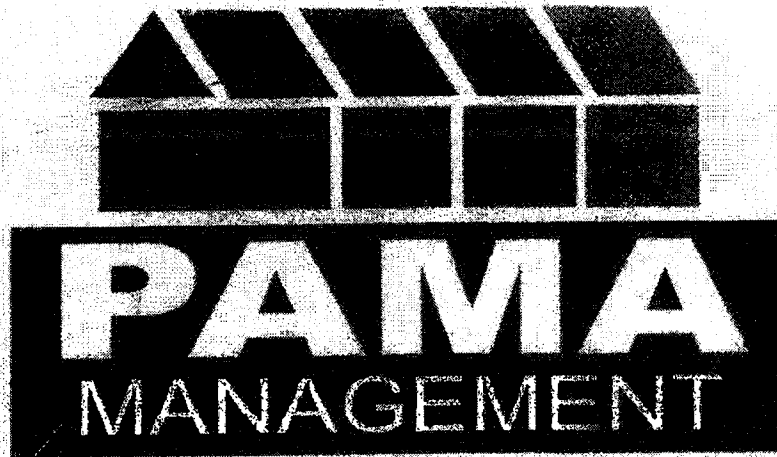
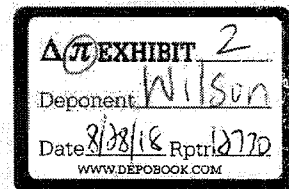
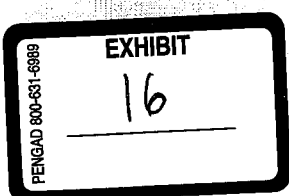




MANAGER REFERENCE MATERIAL V.1.9



2016



PAMA000001

Required Photographs



**PHOTOGRAPHS MUST BE INCLUDED WITH ALL NEW CONTRACTS.
INCOMPLETE CONTRACTS WILL NOT BE ACCEPTED.**

Photographs of the entire unit must be captured before tenant receives possession on the unit.

FRONT DOOR (SHOWING THE UNIT #)

LIVING ROOM

KITCHEN

UNDER KITCHEN SINK

DINING ROOM

WALLS

FLOORS

CEILING

CARPET

BATHROOM

BATHTUB

UNDER BATHROOM SINK

PAMA000002

**PAMA MANAGEMENT COMPANY
SUMMARY OF TIME SHEET**

EMPLOYEE NAME: ① John Doe

WEEK ENDING: ② 12/30/2012

DAY / DATE	PROP# UNIT NO.	NO. OF MILES	ADDRESS / APT #	START TIME	LUNCH / BREAK		FINISH TIME	# HRS	REMARKS
					START	FINISH			
MONDAY /	④ 0105	⑤	⑥ 4900 Santa Anita Ave #2C	⑦ 8am	⑦ 0.00	⑧ 0.00	⑨ 10am	⑩ 2hr	⑪ Cleaned prop
③ 12/24/12	④ 0105	⑤	⑥ 4900 Santa Anita Ave #2C	⑦ 12pm	⑦ 1pm	⑧ 2pm	⑨ 3pm	⑩ 2hr	⑪ Inspect units
TUESDAY /		⑤							
③ 12/25/12		⑤							⑪ Off/Holiday
WEDNESDAY /		⑤							
③ 12/26/12	④ 0105	⑤	⑥ 4900 Santa Anita Ave #2C	⑦ 9am	⑦ 1pm	⑧ 2pm	⑨ 2pm	⑩ 4hr	⑪ Inspect units
THURSDAY /		⑤							
③ 12/27/12	④ 0105	⑤	⑥ 4900 Santa Anita Ave #2C	⑦ 8am	⑦ 0.00	⑧ 0.00	⑨ 10am	⑩ 2hr	⑪ Paint graffiti
FRIDAY /		⑤							
③ 12/28/12	④ 0105	⑤	⑥ 4900 Santa Anita Ave #2C	⑦ 9am	⑦ 0.00	⑧ 0.00	⑨ 10am	⑩ 1hr	⑪ Water prop
SATURDAY /		⑤							
③ 12/29/12		⑤							⑪ Day off
SUNDAY /		⑤							
③ 12/30/12		⑤							⑪ Day off

SUPERVISOR SIGNATURE: Supervisor

DATE: 12/31/12

WORKER'S SIGNATURE: ⑫ John Doe

DATE: ⑬ 12/31/12

NOTE: PLEASE TAKE A 10 MINUTE BREAK IN THE MORNING & AFTERNOON; A 1 HOUR LUNCH BREAK MUST BE TAKEN.

- | | |
|-----------------------------------|------------------------------|
| ① Your full name | ⑧ Time you complete lunch |
| ② Last date of the work week | ⑨ Time you finish job |
| ③ Date coincides with day of week | ⑩ Number of hours work |
| ④ Property number | ⑪ Description of job |
| ⑤ Property address | ⑫ Your signature |
| ⑥ Time you start | ⑬ Date you signed time sheet |
| ⑦ Time you take lunch | |

TIME SHEET DUE DATES:
1-15 of the month (DUE: 17th)
16-Last day of the month (DUE: 2nd)

PAMA000003

Prop. #
0105

APPLICATION TO RENT OR LEASE

APPLICANTS

PLEASE PRINT

FIRST	MIDDLE	LAST	BIRTH DATE	SOCIAL SECURITY	DRIVER'S LICENSE
Jane		Doe	1/2/76	123-45-678	A1234567
OTHER NAMES USED WITHIN LAST 5 YEARS			HOME PHONE	BUSINESS PHONE	
			(111) 222-3333	(111) 222-3333	

ADDITIONAL OCCUPANTS

ALL OTHER PROPOSED OCCUPANTS	AGE	RELATIONSHIP TO APPLICANT
John Doe	31	Wife
Becky Doe	5	Daughter
Mark Doe	6	Son

EMPLOYMENT

	CURRENT EMPLOYMENT	PREVIOUS EMPLOYMENT	PREVIOUS EMPLOYMENT
EMPLOYED BY	NASA	NASA	
ADDRESS	1234 Star Lane	1234 Star Lane	
EMPLOYER PHONE	(111)222-4444	(111)222-4444	
OCCUPATION	Astronaut	Astronaut	
POSITION	Lead	Lead	
NAME OF SUPERVISOR	Mike	Mike	
DATES OF EMPLOYMENT	FROM 1998 TO current	FROM 1995 TO 1998	FROM TO
INCOME PER MONTH	\$ 5,000.00	\$ 5,000.00	\$

RESIDENCE

	CURRENT RESIDENCE	LAST PRIOR	PRIOR
STREET ADDRESS	1234 Mall lane	1234 Mall lane	1234 Mall lane
CITY	Los Angeles	Los Angeles	Los Angeles
STATE AND ZIP	CA 90210	CA 90210	CA 90210
DATES OF STAY	Current	Current	Current
LAST RENT PAID	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
OWNER/MANAGER	Jim	Jim	Jim
PHONE NUMBER	(111) 222-3333	(111) 222-3333	(111) 222-3333
REASON FOR LEAVING	Need more space	Need more space	Need more space

VEHICLES

AUTOMOBILES	MAKE	MODEL	COLOR	YEAR	LICENSE NO.
	BMW	745i	Blk	2002	A245DF
MOTORCYCLES					

Property number

Make sure the tenant has completely filled out the entire application. Verify each column and ask him/her for ANY information missing. The more information we have the better. This information is important when running a credit check.

PAMA000004

PAMA MANAGEMENT RESIDENT MOVE IN FORM

Property Code: 0105 Number of Bedrooms 2 Bed
 Complete Address: 4900 Santa Anita Ave
El Monte, CA 91731
 Resident Names: 1) Jane Doe
 2) John Doe
 3) _____
 Resident Phone Numbers: (111) 222-3333
 Resident Cell Number: (111) 333-4444
 Move In Date: 01/04/2013 Monthly Rent: \$1,200.00
 Actual Lease Start: 01/04/2013 Prorated Rent: \$1,040.00
 From 1/4 To 1/31

Deposit and Fees

Deposit Receipt No. 421578
 Security Deposit \$700.00 Additional Parking: N/A
 (Monthly Payment) \$1,200.00
 Remote Control \$25.00
 Money as holding deposit N/A Application Fee: \$25.00
 Tenant's Signatures: Jane Doe Date 1/4/13
 Manager's Signatures: Manager Date 1/4/13
 Supervisor's Approval: Supervisor Date 1/4/13

Rental Source: (1) Sign _____ (2) Flyers X (3) Referrals _____ (4) News Paper (Name) _____

NOTES:

Tenant will move in on the 4th.

- ① Number of bedrooms
- ② Property number
- ③ Unit number
- ④ Property address
- ⑤ City, state and zip
- ⑥ Tenant Full Name
- ⑦ Tenant Full Name
- ⑧ Tenants' number (make sure it's working)
- ⑨ Tenants' cell number (make sure it's working)
- ⑩ Move in date = The day they take possession
- ⑪ Actual lease start date = 1st billed date
- ⑫ Rental rate
- ⑬ Prorate start date
- ⑭ Prorate last date
- ⑮ Prorate amount
 Monthly rent amount divided by 30 = Daily rate
 Daily rate multiplied by dates = prorated amount
- ⑯ Receipt number
- ⑰ Amount of deposit
- ⑱ Monthly rent rate
- ⑲ Fee for remote control (refundable upon move out)
- ⑳ N/A, no holding deposits
- ㉑ Fee for additional parking
- ㉒ \$25 Multiplied by how many credit checks were ran.
- ㉓ Tenants signature
- ㉔ Today's date
- ㉕ Your signature
- ㉖ Date contract was signed
- ㉗ Supervisor Signature
- ㉘ Today's date
- ㉙ How did the tenant find the apartment
- ㉚ Any notes you wish to include

PAMA000005

RENTAL AGREEMENT AND/OR LEASE

This Rental Agreement and/or Lease (Agreement) shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. PAMA MANAGEMENT CO. Landlord/Lessor/Agent shall be referred to as "LANDLORD" and Jane Doe Tenant(s)/Lessee(s) shall be referred to as "TENANT". As consideration for this Agreement, LANDLORD agrees to rent/lease to TENANT and TENANT agrees to rent/lease from LANDLORD for use SOLELY AS A PRIVATE RESIDENCE, the premises known as Apartment No. 221 located at 4900 Santa Anita Ave in the city of El Monte.

1. **TERMS:** TENANT agrees to pay in advance \$1,200 per month on the 1st (first) day of each month. This agreement shall commence on January 13, 2013 and continue on a month-to-month tenancy until either party shall terminate this Agreement by giving a written notice of intention to terminate at least 30 days prior to the date of termination.

Full Name Jane Doe

Full Name John Doe

Full Name Becky Doe

Full Name Mark Doe

Full Name

2. **PAYMENTS:** Rent and/or other charges are to be paid at the office or apartment of the manager of the building or at such other place designated in writing by LANDLORD. For the safety of the manager, all payments are to be made by cashier's check or money order and no cash or personal checks shall be accepted. LANDLORD acknowledges receipt of the first month's rent of \$1,040 and a Security Deposit of \$700 for a total payment of \$1,740. All payments are to be made payable to: PAMA MANAGEMENT CO.

Birth Date 1/2/76

Birth Date 4/7/75

Birth Date 2/23/02

Birth Date 8/13/06

Birth Date

Social Security Number 123 45 678

Social Security Number 123 45 678

Social Security Number

Social Security Number

Social Security Number

No additional person shall occupy the said premises, or any part thereof, without Landlord's prior written consent, unless prior financial arrangements have been made with the management.

This Agreement is conditional upon, and subject to the following:

1. Failure of Tenant to pay the rent or other charges due hereunder or to comply with any of the covenants or conditions herein contained, shall, in Landlord's option, forthwith terminate this Agreement and Tenant's rights therein as provided by law.

2. **LATE CHARGE:** Tenant acknowledges that the Landlord will incur certain administrative costs in connection with late rental payment, and that the amount of such administrative costs would be difficult or impossible to ascertain, if Tenant fails to pay rent in full by the end of the 3rd (third) day of the month rent is due, Tenant shall pay a late charge of \$5.00 as additional rent. Landlord does not waive the right to insist on payment of rent in full on the day it is due.

3. **USE AND OCCUPANCY:** Tenant agrees to use and occupy the premises as follows:
A. Solely for private residential purposes for the Tenant(s) listed herein, for a total of 4 occupants, and by no other persons without prior written consent of the Landlord.

B. Resident agrees not to violate any law, statute, or ordinance, nor to commit, suffer or permit any waste, or nuisance in, on, or about the said premises, or in any way to annoy, molest or interfere with any other tenant or occupants of the building, nor to use it in a wasteful or unreasonable or hazardous manner any of the utilities furnished by Landlord, nor to maintain any mechanical, electrical or other appliances or devices operated by any said utilities except as herein listed and specifically approved by Landlord in writing.

C. Tenant agrees not to alter the premises whatsoever without Landlord's express permission in writing and agrees to return said premises to the Landlord in the same condition as it was received except ordinary wear and tear. To the extent permitted by law, any repairs initiated by Tenant must be performed by Landlord approved vendors. Written list will be provided upon request. Invoice and proof of payment for work performed must be provided to Landlord within seven (7) days of work completion.

D. Tenant shall be responsible for maintaining the cleanliness of the unit, including window coverings, and carpets if applicable. Tenant agrees to keep the premises in good repair and free from trash and unsightly material, and to immediately notify Landlord in writing of any defects or dangerous conditions in or about the premises. Tenant shall reimburse Landlord for the cost to repair damage by Tenant through misuse or neglect including staining, clogs and windows.

4. **JOINT AND SEVERAL LIABILITY:** The undersigned Tenant(s) whether or not in actual possession of premises, are jointly and severally liable for all rent incurred during the term of this Agreement, and for all damages to the damaged premises caused or permitted by Tenant(s), their guests and invitees. Any breach or abandonment by any one or more of the Tenant(s) shall not terminate the Agreement nor shall it relieve the remaining Tenant(s) from fulfilling the terms of the Agreement.

5. **TERMINATION AND AMENDMENTS:** Said tenancy may be terminated by either party giving the other 30 days written notice of termination in writing pursuant to California Civil Code 1940; however, if the Tenant has resided in the unit for one year or more, then the Landlord must give at least 90 days written notice to terminate tenancy (CC 1948). This Agreement may be modified with 30 notice in writing. For a

rent increase: (a) if the amount of the increase, when added to all other increases during the prior 12 months, is 10% or less of the lowest rent charged during the prior 12 months; Landlord may serve a 30-day rent increase notice; (b) if the amount of the increase, when added to all other increases during the prior 12 months, exceeds 10% of the lowest rent charged during the prior 12 months, Landlord must serve a 60-day rent increase notice. In either case, if the notice is served by mail, the effective date of the rent increase is extended an additional 5 days from the date of mailing.

6. **WAIVER:** Waiver by Landlord of a breach of any covenant of this Agreement shall not be construed to be a continuing waiver of any subsequent breach. Landlord's receipt of rent with knowledge of Tenant's violation of a covenant does not waive his right to enforce any covenant of this Agreement. The invalidity or partial invalidity of any provision of the Agreement shall not render the remainder of the Agreement invalid or unenforceable.

7. **UTILITIES:** Tenant shall pay for all utilities, services and charges, if any, except:

8. **ASSIGNMENT AND SUBLETTING:** Tenant may not assign all or any portion of the Agreement nor shall Tenant sublet all or any portion of the premises. Any attempt at assignment or subletting shall be void and an irremediable breach of this Agreement.

9. **ATTORNEY'S FEES / WAIVER OF JURY TRIAL:** If any legal action or proceeding is brought by either party to enforce any part of this Agreement, the prevailing party shall recover, in addition to all other relief, actual attorney's fees and costs pursuant to California Civil Code 1717, but not to exceed \$500.00. Notwithstanding that Jury Trials are both time consuming and expensive, Landlord and Tenant hereby waive their right to a trial by jury on any matter arising out of this Agreement, or the use, or the occupancy of the premises herein.

10. **CREDIT REPORT:** As required by law, you are hereby notified that negative credit reports reflecting on your credit record may be submitted to a credit reporting agency and/or your credit may be checked periodically.

11. **RIGHT OF ENTRY:** Landlord reserved the right to himself or his agent to enter said premises in case of emergency, to make necessary or agreed repairs, decorations, alterations or improvements, supplying necessary or agreed services or fulfill the obligations of prospective purchasers, mortgage lenders, workmen or contractors or when any tenant has abandoned or surrendered the premises or pursuant to court order. Except in case of emergency or abandonment, entry will be made during normal business hours and Landlord shall give the Tenant reasonable notice of intent to enter premises of no less than 24 hours pursuant to California Civil Code 1954. Tenant agrees not to change any lock or locking device in said premises without the prior written consent of the Landlord, but Tenant will, upon demand, furnish Landlord with the keys for the purpose of making duplicates thereof. Upon demand by Landlord, Tenant shall temporarily vacate the premises for a reasonable period of time to allow pest or vermin control work to be done. Tenant shall comply with all instructions, forthwith, from pest controller, fumigator and/or exterminator regarding the preparation of the premises for the work, including the proper bagging and storage of food perishables and medicines.

12. Landlord shall not be liable or responsible in any way for injury to any person, or for loss of, or damage to, any article belonging to Tenant located in said premises, or other premises under control of Landlord. No right of storage is given by this Agreement. Landlord shall not be liable for non-delivery or mis-delivery of mail; nor shall Landlord be liable for and this Agreement shall not be terminated

- ① Tenants name
- ② Apartment number
- ③ Property address
- ④ City
- ⑤ Monthly rent rate
- ⑥ Move in month
- ⑦ Move in year
- ⑧ First months rent amount
- ⑨ Deposit amount
- ⑩ Total of first months rent plus deposit
- ⑪ Full Name of all tenants
- ⑫ Date of birth (DOB) of all adults
- ⑬ Social Security (SSI) number of all adults
- ⑭ Total number of occupants
- ⑮ List all utilities that we/management pays i.e. Water, Trash etc.
Single dwellings (houses) for the most part tenants pay for ALL utilities. Always check with your area supervisor.

PAMA000006

by reason of any interruption of, or interference with, services or accommodations due to Tenant, caused by strike, riot, orders of public authorities, acts of civil tenants, accident, the making of necessary repairs to the building of which said premises are a part, or any other cause beyond Landlord's control.

13. It is understood by Tenant and all persons that Tenant's personal effects are not insured by Landlord and that Tenant may insure his own personal property with either own tenant insurance policy.

14. **SECURITY DEPOSIT** - Tenant shall deposit with Landlord, as a Security Deposit, \$ 1,700 as security for performance of the Agreement. (Total of all deposits not to exceed two (2) months rent for an individual or three (3) months for furnished unit.) At no time shall any portion of this deposit be considered as an advance payment of rent, including last month's rent, nor is to be used or rebated prior to leased premises being completely vacated by all Tenants. After the premises are completely vacated, Landlord shall furnish the Tenant with an itemized written statement of the basis for, and the amount of, any security withheld and shall return any remaining portion of such security to the Tenant within twenty-one (21) days pursuant to California Civil Code 1950.5.

15. **SMOKE DETECTOR** - The premises are equipped with Smoke Detector(s) and/or:

a. Tenant acknowledges that the Smoke Detector(s) was tested and its operation explained by Landlord in the presence of the Tenant at the time of initial occupancy and that the Smoke Detector(s) were in proper working order at that time.

b. Each Tenant shall perform the Manufacturer's recommended test to determine if the Smoke Detector(s) were operating properly at least once a week.

c. **14. TENANT(S) INITIAL(S) ONLY IF BATTERY OPERATED** - By checking as provided, each Tenant understands that said Smoke Detector(s) and Alarm is a battery operated unit and it shall be each Tenant's responsibility to:

1. Ensure that the battery is in operating condition; at all times.

2. Replace the battery as needed unless otherwise provided by law.

3. If after replacing the battery, the Smoke Detector(s) do not work, (Note: the Landlord immediately in writing).

d. Tenant(s) must inform the Landlord immediately, in writing, of any defect, malfunction or failure of any detector(s).

e. If local law requires the Landlord to test the Smoke Detector(s), the Tenant shall allow the Landlord access to the premises for that purpose.

16. **INITIAL** and complete this section only if premises were built before 1978.

LEAD WARNING STATEMENT - Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Owners must also receive a federally approved pamphlet on lead poisoning prevention.

17. LANDLORD'S DISCLOSURE (initial where appropriate)

a. Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the premises. Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the premises.

b. Landlord has knowledge of lead-based paint and/or lead-based paint hazards that are present in the premises and has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the premises. The following documents have been provided:

TENANT'S ACKNOWLEDGMENT

1. Tenant(s) hereby acknowledge(s) that he/she receives a copy of the pamphlet, "Protect Your Family From Lead in Your Home" and copies of documents listed above, if any.

NOTICE: The California Department of Justice, sheriff's departments, police departments, police departments serving jurisdictions of 250,000 or more and state or local law enforcement agencies maintain for public release a database of persons registered to register persons in paragraph (1) of subdivision (a) of Section 2004 of the Penal Code. This data base is updated on a quarterly basis and is a source of information about the presence of these individuals in any neighborhood. The Department of Justice maintains a Sex Offender Identification website at <http://www.cdps.org> through which inquiries about individuals may be made.

The undersigned Tenant(s) acknowledge(s) having read and understood the foregoing, and receipt of a duplicate original.

Dated this 4 day of January, 2013

Manager
Landlord
Superior
Pinto Management Company

1000 Santa Anita Avenue, Suite 202
Brea, CA 92611
(949) 391-3479

Postal Office open M-F 9:00 a.m. to 6:00 p.m.
Ext. 1000 ext. 1000 or 1000 ext. 1000



Printed Agreement Page 37

and agree to promptly notify Landlord of any deterioration and/or peeling paint.

REAL ESTATE AGENT'S ACKNOWLEDGMENT (Initial only if agent involved in rental process)

Real estate agent has informed the Landlord of the Landlord's obligations under 42 U.S.C. 4852a, EPA 40 CFR 745.107, 745.110 and 745.113 and is aware of his/her responsibility to ensure compliance.

17. **MOLD AND MILDEW STATEMENT** - Mold and Mildew may damage property and may be injurious to one's health, and if moisture is allowed to accumulate in the unit, it can cause mold and mildew to grow. Therefore, Tenant acknowledges that: (a) Tenant has inspected the premises, and every part thereof, at the time of the tenancy; (b) Tenant has found no signs of moisture, mold or mildew therein; (c) Tenant agrees to keep premises free of dirt and debris that can harbor mold; (d) Tenant shall keep the premises well ventilated, clean and dry, and remove any signs of mold or mildew from all surfaces; (e) promptly notify Landlord of any dampness from leaks, overflows, water intrusion, etc.; and (f) promptly notify Landlord of any malfunction of ventilation, air conditioning or heating system. Tenant will use bathroom and kitchen fans to exhaust moisture from bathing, showering, cooking, and dishwashing. Tenant shall be liable for any injuries or damages that may result from any negligent performance of the foregoing duties.

18. **TENANT INITIAL** and complete only if premises built before 1978 and Landlord has 15 or more employees.

ASBESTOS DISCLOSURE - The California Asbestos Notification Act requires Landlords with more than 15 employees or contractors built before 1979 to notify Tenant(s) and their employees and contractors of any knowledge they may have regarding any asbestos-containing construction materials ("ACM"). In that regard, note that while Landlord is not specifically aware of any ACM in the premises, it is possible that given the age of the building, ACM may be present. Accordingly, as a precaution, Tenant hereby agrees to not, under any circumstances, to disturb or remove acoustic ceilings or flooring material, not to sand, cut or otherwise abrade dry wall material, and not to drill into fire doors or remove door knobs. California Health & Safety Code section 25249.5 requires that notice be provided to persons warning that they may be exposed to chemicals known in the State to cause cancer. Asbestos is one of those chemicals. Assuming Tenant's compliance with the precautionary measures described above, however, Landlord has no reason to believe that any person on the premises is exposed to significant risk levels. The notice provided in this paragraph is accordingly provided to Tenant merely to comply with the technical notification requirements.

19. TENANT(S) INITIAL(S)

20. PROPOSITION TO WARNING - The State of California has determined certain chemicals commonly found in and around residences are known to cause cancer and birth defects or other reproductive harm. These can be found in California health & safety code section 25249.5. Among such chemicals are second hand cigarette smoke, alcohol, lead paint, and asbestos. Tenant is aware of such chemicals and the dangers they pose.

21. TENANT(S) INITIAL(S)

22. ATTACHMENTS - By checking as provided, Tenant acknowledges receipt of only those indicated attachments, copies of which were attached hereto, and are incorporated herein as though fully set forth at length. Each Tenant should initial to the right of the marked attachment.

Addendum/Moisture Rules and Regulations 23

Post Rules & Regulations

San Joaquin Addendum

None Doe

Tenant
Tenant
Tenant
Tenant

Pinto Management Co. does not discriminate against any person because of race, color, religion, sex, or national origin.

Form 100-9 (2/06)

PAMA000007

PAMA MANAGEMENT COMPANY ADDENDUM TO RENTAL AGREEMENT APARTMENT HOUSE RULES

This addendum to the Rental Agreement replaces, in its entirety, any previous addendums or Apartment House Rules and any prior House Rules have no further force of effect.

A. GENERAL

1. This Addendum is Incorporated by reference into the Rental Agreement between Landlord and Tenant.
2. New rules and regulations or amendments to these rules may be adopted by Landlord upon giving 30 days notice in writing. These rules and any changes or amendments have a legitimate purpose and are not intended to be arbitrary or work as a substantial modification of tenant rights. They will not be unequally enforced. Tenant is responsible for their guests, and the adherence to these rules and regulations at all times, by all occupants or guests.
3. In consideration of others, no Tenant shall make or emit any disturbing noises in the building by himself, his family or guests; nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other Tenants. Loud singing, playing on musical instruments or loud operation of a T.V., sound systems or recorder is not permitted. No loitering, visiting or loud talking is allowed outside the tenant's unit.
4. In the event tenant or guest is intoxicated; threatens, molests or disturbs another tenant or harasses manager; a three-day notice to quit will be served to tenant.
5. Security Deposit and Rent Receipts: It is Tenant(s) responsibility to obtain receipt(s) for any payments made for the occupied premises. Tenants will not be discharged from their obligation without proof of payment.
6. Tenant has inspected the premises, furnishings and equipment, and has found them to be satisfactory. All plumbing, heating and electrical systems are operative and deemed satisfactory. All deficiencies must be reported to Landlord in writing within 10 days from date of occupancy.
7. Bicycle or scooter riding, roller skating, roller blading, skateboarding, and ball playing is not permitted anywhere on the property.
8. PETS AND WATER FILLED FURNITURE - Tenant agrees that he/she will not, without Landlord's expressed consent in writing endorsed hereon, bring upon, keep, maintain or permit to be kept or maintained, in, on, or upon the premises any dog, cat, bird, or other animal/pet. Tenant agrees that he/she will not, without Landlord's expressed consent in writing endorsed hereon, bring upon, keep, maintain or permit to be kept or maintained, in, on, or upon the premises any waterbeds, or liquid-filled furniture as provided under California Civil Code 1940.5.

8. Keys Issued: Front Door: 2 Rear Door: 2 n/a
Patio: 2 n/a Mailbox: 2 Remote Control: 2

B. NOISE AND CONDUCT

1. Tenants shall not allow any disturbing noises in the unit by Tenant, family or guests, nor permit anything by such per-

sons which will interfere with the rights, comforts or conveniences of other persons.

2. Tenant(s) is responsible for the activities and conduct of Tenant and their guests, outside of the unit, on the common grounds, parking areas, or use of recreation facilities must be reasonable at all times and not annoy or disturb other persons.
3. Alcoholic beverages may not be consumed by Tenants or their guests anywhere on the property other than inside a consenting Tenant's apartment.

C. CLEANLINESS AND TRASH

1. Landscaped portions of the property are intended to enhance the appearance of the property for all tenants. Tenants, occupants and guests are prohibited from any activity that threatens to or actually damages the landscaped features of the property including lawns, shrubs, flowerbeds or garden areas.
2. Tenants shall assist Landlord in keeping the outside and common areas clean.
3. Tenant shall not permit the littering of papers, cigarette butts or trash in and around the unit.
4. Tenant shall ensure that no trash or other materials are accumulated which will cause a hazard or be in violation of any health, fire or safety ordinance or regulation. The unit must be kept clean, sanitary and free from objectionable odors at all times.
5. Tenant shall ensure that garbage is placed inside the containers provided, and lids should not be slammed. Garbage should not be allowed to accumulate and should be placed in the outside containers on a daily basis. Items too large to fit in the trash containers should be placed adjacent to the containers. Tenant shall not dispose of any combustible or hazardous material in the trash containers or bins. Such items will be deemed to be a nuisance and must be disposed of properly by the Tenant in accordance with State and local laws.
6. All furniture must be kept inside the unit. Unsightly items must be kept out of sight.
7. Tenant may not leave items in the hallways or other common areas.
8. Clothing, curtains, rugs, etc., shall not be shaken or hung outside any window, ledge, or balcony.
9. No car washing or car repairs are allowed at the property.
10. Apartments with patios or balconies: Tenant must water and maintain shrubs and keep patios free of weeds. Landlord may inspect patios periodically. Neglect of the plants, shrubbery and trees will be considered damage to the premises. Barbecuing is permitted only on enclosed patios or the designated space where there are no patios. No outside storage is allowed in any patio or balcony. Common walk ways must always be kept clear.

D. SAFETY

1. Security is the responsibility of each Tenant. Landlord assumes no responsibility or liability, unless otherwise provided by law, for Tenants' and guests' safety, or injury or damage

- ① Number of keys you issued for the front door
- ② Number of keys you issued for the rear door
(If applicable)
- ③ Number of keys you issued for the patio
(If applicable)
- ④ Number of keys you issued for the mailbox
(If applicable)
- ⑤ Number of remote controls issued
(If applicable)

caused by the acts of other persons. Landlord does not provide private protection services for Tenants.

2. Tenant shall insure that all doors and windows are locked during Tenant's absence.

3. Tenant shall insure that appliances be turned off before leaving the unit.

4. When leaving for an extended period (over 14 days), Tenant shall notify Landlord how long Tenant will be away. Prior to any planned absence, Tenant shall give Landlord authority to enter the unit and provide Landlord with the name of any person or entity permitted by Tenant to enter unit.

5. Smoking in bed is prohibited.

6. The use or storage of gasoline, cleaning solvent or other combustibles in the unit is prohibited.

7. The use of charcoal barbecues is prohibited unless consent is obtained from the Landlord.

8. Tenant shall insure that no personal belongings, including bicycles, play equipment or other items are left in the halls, balconies, stairways or about the building unattended.

E. MAINTENANCE, REPAIRS AND ALTERATIONS

1. Tenant shall advise Landlord, in writing, of any items requiring repair (dripping faucets, light switches, etc.). Notification should be immediate in an emergency or for normal problems within business hours. Repair request should be made as soon as the defect is noted.

2. All service requests be made to Resident Manager and/or Pama Management Company in writing. No service request be made directly to maintenance person.

3. No alterations or improvements shall be made by Tenant without the consent of Landlord. Any article attached to the woodwork, walls, floors or ceilings shall be the sole responsibility of the Tenant. Tenant shall be liable for any repairs necessary during or after residency to restore premises to the original condition. Glue or tape shall not be used to affix pictures or decorations.

4. Costs to be paid by Tenant(s) due to their negligence. Tenant(s) will be charged for the costs incurred by the Landlord due to Tenant(s) carelessness and/or negligence. Some of the examples are broken windows, damaged screens, clogged drains, missing smoke detectors, scratches on the floors, bleach or oil spots on the carpet, missing light fixture covers, etc. Tenant(s) must pay upon demand. In the event Tenant(s) fail to pay, the Landlord and/or management may reduce the security deposit for that amount or file small claim action in court.

5. Stoves & garbage disposal in working order are the Tenant's responsibility to maintain and keep clear.

6. Nothing herein contained shall be construed to grant Tenant any right to enter upon any portion of the roof of said premises for any purpose whatsoever without Landlord's prior consent in writing. TENANT SHALL NOT ENTER INTO A CONTRACTUAL AGREEMENT WITH A CABLE T.V. COMPANY OR SATELLITE DISH. If Tenant desires to have a satellite dish, a separate addendum must be executed.

F. PARKING AND VEHICLES

1. Inoperable, abandoned, unregistered vehicles or vehicles leaking fluids are subject to being towed pursuant to California Vehicle Code section 22658.

2. All vehicles on the premises must be operational, currently registered and displaying current registration tags on the rear license plate, insured and free from leaking fluids. There shall be no vehicle repairs or maintenance performed on or about the premises.

3. No Tenant shall keep, maintain or allow to remain on the premises for a period in excess of seven (7) days, any non-working, inoperable or non-functioning vehicle of any kind. The parties agree that the presence of any such vehicle on the premises for a period in excess of seven (7) days shall constitute a nuisance within the provisions of California Civil Code, section 3479 and may, at Landlord's option, be the basis for terminating the tenancy herein.

4. This notice affects all Tenants and their visitors. Licensed towing has been hired to enforce all parking regulations and to tow and impound any vehicles in violation that are parked on this property. Towing company will tow all vehicles that are: Parked in Driveways, Alleyways, Red Zones - Fire Lanes, Inoperable Vehicles, Vehicles without Current Registration and Vehicles Backed into Carpools. Use your assigned parking stall. If you do not have an assigned parking stall, see the manager. All visitors must park on the street. THERE WILL BE NO FURTHER NOTICES OF EXCEPTIONS AFTER THREE DAY NOTICE IS GIVEN. VIOLATORS WILL BE TOWED AWAY WITHOUT FURTHER WARNING. UNDER THE STATE LAW, VEHICLE(S) WITHOUT CURRENT REGISTRATION ARE CONSIDERED INOPERABLE.

1. Tenants signature

2. Todays date

3. Your (managers) signature

4. Todays date

The undersigned Tenant(s) acknowledge having read and understood the foregoing, and receipt of a duplicate original.

Jane Doe
Tenant

1/4/13
Date

Tenant _____ Date _____

Manager
Landlord: Pama Management Company
4800 Santa Anita Avenue, Suite 2C
El Monte, CA 91731
(916) 979-0970

1/4/13
Date

Tenant _____ Date _____

Resident Office open M-F 9:00 a.m. to 5:00 p.m.
Sat. 10:00 a.m. to 5:00 p.m., Sunday 10:00 a.m. to 4:00 p.m.

Form 1002 (6-04)

PAMA000009

PAMA MANAGEMENT COMPANY

ADDENDUM

The Carbon Monoxide

Dear Tenant:

A new law of the state of California requires that landlord will provide Carbon Monoxide Detectors in all residential rental properties. To be installed in existing single-family homes that have a fossil-fuel burning appliance, fireplace or attached garage, starting in mid-2011.

The Carbon Monoxide Addendum is a safety form which helps make sure that the tenant complies with local carbon monoxide safety practices, and also reinforces the maintenance responsibilities of the tenant to keep such carbon monoxide detector in working order at all times.

Tenant acknowledges that Carbon Monoxide Detector(s) was installed in their unit/home; and was tested and its operation explained by landlord in the presence of the tenant(s) at the time of initial installation; and that the Carbon Monoxide Detector(s) were in proper working order at the time.

Each tenant shall perform the manufacturer's recommended test at least once a week to determine if the Carbon Monoxide Detector(s) is/are operating properly.

Tenant: Please be advised and understand that this said Carbon Monoxide Detector and alarm is a battery-operate unit, and it shall be the tenant's responsibility to:

1. Ensure that the battery is in operating condition at all times.
2. Replace the battery as needed.
3. If, after replacing the battery, the Carbon Monoxide Detectors do not work, inform the landlord immediately in writing.
4. If a local law requires the landlord to test the Carbon Monoxide Detector, the Tenant shall allow the landlord access to the premises for that purpose.

The tenants are hereby agreeing to these terms as stated above:

Supervisor
Landlord Signature

1/4/13
Date

Jane Doe
Tenant Signature

1/4/13
Date

Manager
Manager Signature
Pama Management Company

1/4/13
Date

Tenant Signature

Date

- 1. Supervisor's signature
- 2. Today's date
- 3. Tenant's signature
- 4. Today's date
- 5. Your (manager's) signature
- 6. Today's date

PAMA0000010

PAMA MANAGEMENT COMPANY

Bedbug Addendum

This agreement is an addendum and is part of the rental agreement dated 01/4/13 between Pama Management / manager, hereby known as Owner / Agent and Jane Doe, hereby known as Resident(s) for the premises located at 4900 Santa Anita ave unit number (5) in the city of El Monte, CA.

- Residents acknowledge that the Owner/Agent has inspected the unit and is aware of no bedbug infestation.
- Residents claim that all furnishings and personal properties that will be moved into the premises are free of bedbugs.

jd (Resident Initials) _____ (Resident Initials) _____ (Resident Initials)

Resident(s) hereby agree to prevent and control possible infestation by adhering to the following list of responsibilities:

1. Check for hitchhiking bedbugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bedbugs before re-entering your apartment. Check backpacks, shoes and clothing after using public transportation or visiting theaters. After guests visit, inspect beds, bedding and upholstered furniture for signs of bedbug infestation.
2. Resident shall report any problems immediately to Owner/Agent. Even a few bedbugs can rapidly multiply to create a major infestation that can spread to other units.
3. Resident shall cooperate with pest control efforts. If your unit or a neighbor's unit is infested, a pest management professional may be called in to eradicate the problem. Your unit must be properly prepared for treatment. Resident must comply with recommendations and requests from the pest-control specialist prior to professional treatment, including but not limited to:
 - Placing all bedding, drapes, curtains and small rugs in bags for transport to laundry or dry cleaners.
 - Heavily infested mattresses are not salvageable, and must be sealed in plastic and disposed of properly.
 - Empty dressers, night stands and closets. Remove all items from floors, bag all clothing, shoes, boxes, toys, etc. Bag and tightly seal washable and non-washable items separately. Used bags must be disposed of properly.
 - Vacuum all floors, including inside closets. Vacuum all furniture including inside drawers and nightstands. Vacuum mattresses and box springs. Carefully remove vacuum bags, sealing them tightly in plastic and discarding them properly.
 - Wash all machine-washable bedding, drapes, and clothing, etc., on the hottest water temperature and dry on the highest heat setting. Take other items to the dry cleaner, making sure to inform the dry cleaner that the items are infested with bedbugs. Discard any items that cannot be decontaminated.
 - Move furniture toward the center of the room so that technicians can easily treat carpet edges where bedbugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to closets.
4. Resident agrees to indemnify and hold the Owner/Agent harmless from any actions, claims, losses, damages and expenses (including but not limited to attorneys' fees) that Owner/Agent may incur as a result of the negligence of Resident(s) or any guest occupying or using the premises.
5. It is acknowledged that the Owner/Agent shall not be liable for any loss of personal property to the Resident as a result of an infestation of bedbugs. Resident agrees to have personal-property insurance to cover such losses.

By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.

Jane Doe
Resident

01/4/13
Date

Resident

Date

Manager
Owner/Agent

01/4/13
Date

Form 106 (7/11)

1. Today's date
2. Write Pama Management / Your name
3. Tenants complete name
4. Address
5. Apartment number
6. Tenants initials
7. Tenants signature
8. Today's date
9. Your (managers) signature
10. Today's date

PAMA000011

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (Initial)

PM (a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

☒ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

PM (b) Records and reports available to lessor (check one below):

☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

☒ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement (Initial)

① Jg (c) Lessee has received copies of all information listed above.

② Jd (d) Lessee has received the pamphlet "Protect Your Family from Lead in Your Home."

Agent's Acknowledgement (Initial)

① mg (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4582 (d) and is aware of his/her responsibility to ensure compliance.

Certificate of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

PAMA MANAGEMENT CO.

Lessor	Date
① Jane Doe	① 1/4/13
Lessee	Date
② Manager	② 1/4/13
Agent	Date

PAMA MANAGEMENT CO.

Lessor	Date
Lessee	Date
Agent	Date

- ① Tenants initials
- ② Tenants initial
- ③ Your (managers) initials
- ④ Tenants signature
- ⑤ Todays date
- ⑥ Your (managers) signature
- ⑦ Todays date

PAMA000012



PAMA MANAGEMENT
No-Nuisance Lease
Addendum

Because we (Owner/Manager/Agent) believe that your rental unit is your "Home", and your neighbor's unit/house is "their" home, we greatly appreciate your cooperation in maintaining the peace and quiet in the community.

In the execution of, or renewal of the dwelling unit identified in the lease, Owner and Resident agree as follows:

- 1.) Resident, any members of the resident's household or a guest of the household shall not engage in any nuisance activity that threatens the health, safety, or the right to peaceful enjoyment of life and property of any neighbor in the vicinity.
- 2.) Resident agrees not to make permit disturbing noises (e.g. hooting, yelling, shouting, music in a vehicle, excessive engine noises, fighting, loud parties, loud televisions or music); or any other disturbing noises that constitute a violation of Section 415 of the California Penal Code (Disturbing The Peace).
- 3.) If you are allowed to have pets in the lease, you shall ensure that they are not a nuisance to the community which would cause the Police or Animal Control calls, including excessive barking, maintaining and cleaning up after them for sanitation, health, and safety purposes.
- 4.) No parties or drinking alcoholic beverages outside after 10:00 p.m. local time.
- 5.) No parking or storing of unused or unregistered/inoperable vehicles or RV's on the premises.

GROUND'S FOR TERMINATION OF THE LEASE

Three occasions of nuisance activity by resident(s), members of the resident's household, or guests of any members of the household WITHIN A SIX MONTH PERIOD WILL CONSTITUTE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND WILL BE A GOOD CAUSE FOR TERMINATION OF THE TENANCY. It is also understood that proof of a violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

In keeping with FAIR HOUSING and NON-DISCRIMINATORY statutes, you cannot be evicted for nuisance activity unless it is substantiated by witnesses and/or Police response logs that describe Police action or arrests.

Landlords are required by Civil and Criminal Law to maintain their properties in a manner that is conducive to the peaceful enjoyment of life in the community. This is accomplished by lease enforcement and eviction of tenants who cause a public nuisance, or continued criminal nuisance behavior. [California Civil Code 3479-3481, et. al and 373(a) of the Ca. Penal Code].

Domestic Violence is not included in this addendum.

Incorporated into the lease this day between OWNER and RESIDENT(S), in case of a conflict between the provisions of this addendum and any other provisions of the lease, the addendum shall govern.

By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.

Martin Jaimes 1/2/13

Signature of Resident:

Date:

Signature of Resident:

Date:

Manager 1/2/13

Signature of Resident:

Date:

Owner/Agent/Manager:

Date:

① Manager signs' & dates'

② Tenant signs' & dates'

PAMA0000013



**PAMA MANAGEMENT
Crime Free Lease
Addendum**

In consideration of the execution or renewal of a lease for the identified property in the lease agreement, the OWNER and RESIDENT(S) agree as follows:

- 1.) Resident, any members of the resident's household or guest, or other person under the resident's control, shall not engage in any criminal activity, including drug-related activity, on or near the premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802). Medically prescribed marijuana (cannabis) use is allowed, only if used in the prescribed manner (California Residents Only). See the lease agreement stipulations in regard to "No Smoking" areas, or Non-Smoking buildings.
- 2.) Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity of any kind. This includes the unlawful manufacturing, selling, using, storing or giving of a controlled substance as defined in the Health & Safety Code, 11350, et seq., anywhere on or near the premises.
- 3.) Criminal activity means any activity that is subject to criminal prosecution, either felony or misdemeanor. These include, but are not limited to: prostitution, criminal street gang activity, assault and battery, burglary, theft, unlawful possession and use of firearms, sexual offenses, and vandalism (See the No-Nuisance Lease Addendum for Crimes that disturb the peace).
- 4.) Violation of the above provisions shall be a material and irreparable violation of the lease, and good cause for immediate termination of the tenancy. A single violation of any of the provisions of this addendum shall be deemed as serious, and a material and irreparable non-compliance, subject to a Three Day Notice to Quit. Unless otherwise provided by law, proof of a violation shall not require criminal conviction, but shall be by a preponderance of the evidence via witnesses, or by arrest information supplied by the arresting agency.
- 5.) In case of conflict between the provisions of this addendum and any other provisions of the lease, the addendum shall govern.
- 6.) This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between OWNER and RESIDENT(S).

By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.

x ① Martin James V/2/13 x

Signature of Resident: _____ Date: _____ Signature of Resident: _____ Date: _____

x ② Manager V/2/13 x

Signature of Resident: _____ Date: _____ Owner/Agent/Manager: _____ Date: _____

① Manager signs' & dates'

② Tenant signs' & dates'

PAMA0000014

PAMA MANAGEMENT COMPANY, INC.

0105-0001

MOVE-IN MOVE-OUT REPORT

WE WOULD LIKE TO WELCOME YOU AS A NEW RESIDENT IN OUR RENTAL PROPERTY. THIS MOVE-IN AND MOVE-OUT REPORT IS FOR YOUR PROTECTION AS WELL AS OURS. PLEASE TAKE THE TIME TO REVIEW THIS BEFORE SIGNING. YOU ARE REMINDED THAT A WRITTEN THIRTY DAY NOTICE OF INTENTION TO MOVE IS REQUIRED. RENT IS DUE FOR 30 DAYS FROM DATE NOTICE IS RECEIVED BY THE OWNER OR HIS AGENT.

TENANT'S NAME: John Doe
PROPERTY ADDRESS: 4900 Santa Anita APT. 61
DATE NOTICE RECEIVED: MOVE-OUT DATE: REASON:
FORWARDING ADDRESS:

ITEMS	MOVE-IN	MOVE-OUT
LIVING ROOM:		
Front door/lock:	New locks	
Walls:	Fresh texture and paint	
Ceiling:	New acoustic	
Windows:	Working with locks	
Screens:	New	
Light fixtures:	Working	
Electrical switches/outlets:	New	
Carpet:	New Carpet	
Curtain rod/drape:	New 102" vertical	
KITCHEN:		
Door/lock:	New sliding door	
Floor/backsplash:	Clean	
Walls:	Fresh paint	
Ceiling:	New acoustic	
Light fixtures:	Working	
Electrical switches/outlets:	New	
Stove/oven:	N/A	
Exhaust fan:	Working and new filter	
Sink:	New	
Cabinets:	Fresh paint	
Windows:	New window	
Screens:	New	
Garbage disposal:	Working	
Dishwasher/refrigerator:	N/A	
BEDROOM:		
Door/lock/keys:	Good condition	
Carpet:	Shampooed/clean	
Walls:	Fresh paint	
Ceiling:	Good condition	
Light fixtures:	Working	
Electrical switches/outlets:	Working	
Windows:	Clean with locks	
Screens:	Good condition	
Drapes:	New 78" vertical	
Closets:	New doors	

- Property and unit number
- Full name of tenant
- Address of new unit
- Apartment number
- Make sure you write a FULL description be as detailed as possible on each item. Don't just write "okay" or "Good Condition" on every row.

PAMA000015

① 0105-0001

ITEMS	MOVE-IN	MOVE-OUT
BEDROOM #2		
Doors/locks/knobs:	② Good condition	
Carpet:	Shampooed/clean	
Walls:	Fresh paint	
Ceilings:	Good condition	
Light fixtures:	Working	
Electrical switches/outlets:	Working	
Windows/Screen:	Clean with locks	
Drapes:	New 78" vertical	
Chairs:	New doors	
BATHROOM		
Door/knobs:	New locks	
Floors/tile:	Clean	
Walls:	Fresh paint	
Ceilings:	Good condition	
Screen/Windows:	New/Clean	
Bowser/bathtub:	New tub	
Lavatory/sink:	New sink & vanity	
Medicine Cabinet/mirror:	Working/clean	
Tub:	New seat	
Light fixtures:	Working	
Electrical switches/outlets:	Working	
Towel rack/Toilet paper holder:	New/New	
Chest-dresser:	Fresh Paint	
OTHER:		
Smoke detector:	3 new	
Water heater:	Working	
Wall heater:	New unit	
Air Conditioner:	2 Working units	
Yard:	Clean	

SECURITY DEPOSIT RETURN

Deposit	Amt. Rec'd	Amt. Retained	For refund
Security	⑤ \$700.00		
Cleaning			
Unpd rent			
Painting			
Carpet			
Drapes			
Screen/Windows			
Smoke Det./Batteries			
Legal cost			
Other			
Total			

Days rent. Tenant did not give the required 30 day notice of intent to terminate tenancy.

Days rent for holding over the premises.

Rate of rent:

Rate per day:

Other Remarks:

Manager/Agent: ① Manager ⑥ 1/4/13 Manager/Agent:

Occupant: ⑥ Jane Doe Date: ⑦ 1/4/13 Occupant: Date:

① Property and unit number

② Make sure you write a FULL description be as detailed as possible on each item. Don't just write "okay" or "Good Condition" on every row.

③ Amount of Deposit paid by tenant

④ Your (managers) signature

⑤ Today's date

⑥ Tenant's signature

⑦ Today's date

COLLECTION DATE: 01/04/2013

RENTAL COLLECTION

[illegible]

- ① Date of collection
- ② Property number
- ③ Unit number
- ④ property address
- ⑤ Amount paid
- ⑥ Balance owed (if any)
- ⑦ Remarks (if any)
- ⑧ Total collected amount

PAMA MANAGEMENT COMPANY

4900 SANTA ANITA AVE, SUITE 20
EL MONTE, CA 91731
(826) 575-3076
FAX (826) 575-7817
FAX (826) 575-8994

24 HOUR NOTICE TO ENTER DWELLING UNIT (CC 1954)

To: **Carmen Gonzalez**

Pursuant to California Civil Code Section 1954, Owner does hereby give notice to access the dwelling located at:

4900 Santa Anita Ave, El Monte CA 91731

The owner, owner's agent or owner's employees will enter said premises on

Monday, July 15, 2013 during normal business hours between

10am - 2pm for the reason set forth in the checked numbered item below:

- ☒ 1. To make necessary or agreed repairs
- ☐ 2. Periodic property inspection
- ☐ 3. Alterations or improvements
- ☐ 4. Supply necessary or agreed services
- ☐ 5. To exhibit the dwelling unit to prospective or actual mortgagees
- ☐ 6. To exhibit the dwelling unit to prospective tenants
- ☒ 7. To exhibit the dwelling unit to real estate or other agents of the owner
- ☐ 8. To exhibit the dwelling unit to workmen or contractors
- ☐ 9. Pursuant to Court Order
- ☐ 10. To determine if the premises have been abandoned

DATED: **7/12/13** OWNER/MANAGER: *Your signature*

- ① Residents full name
- ② Full address
- ③ Date you intent to enter the unit
- ④ What time you intent to enter the unit
- ⑤ Check off the reason/s for entering the unit you can check off more than one.
- ⑥ Today's date
- ⑦ Your signature

You must give a minimum of 24 hour notice before entering the unit. You can post on the door but must take a picture.

PAMA000018

Pama Management

Unit Inspection Report

☐ Move-in ☒ Annual ☐ Move-out

Date of Inspection 07/12/13 Inspected by Jesse

Resident Name Carmen Gonzalez

Resident Address 4900 Santa Anita Ave, El Monte

Prop # 0105

Unit # 0002

		Acceptable		No	Repair Needed (Comments)
		Good	Fair	Poor	
KITCHEN					
Range	☒				Working
Range Hood	☒				Fine
Refrigerator					Not ours
Stove	☒				Good condition
Countertop		☒			Dirty
Sink		☒			Stained
Faucets	☒				Fine
Dishwasher	☒				Working
Cabinets		☒			Need paint
LIVING/DINING AREA					
Walls	☒				Fine
Ceiling	☒				Fine
Carpeting		☒			Repair molding
Draperies		☒			Stained
Screens/Glass	☒				Fine
Heat/AC	☒				Working
BEDROOM/SLEEPING AREA					
Walls		☒			Dirty
Ceiling	☒				Fine
Carpeting		☒			Dirty
Draperies			☒		Missing
Screens	☒				Fine
Chaise/Doors	☒				New
Emerg Alarm	☒				Working
BATHROOM					
Door		☒			Replace hinge
Walls	☒				Fine
Floor		☒			Dirty
Bath			☒		Damaged
Faucets	☒				Fine
Tub/Shower	☒				Fine
Faucets	☒				Fine
Toilet	☒				Low Flow? Good
Exhaust Fan	☒				Working
Maid Cabinet	☒				New
Emerg Alarm	☒				Working
MISCELLANEOUS					
Smoke Detectors	☒				Working
Windows	☒				Fine
Balcony/Patio				☒	Hoarder
Pest Kill					Yes cat
Housekeeping			☒		Has food in beds
Roaches					None
Front Door	☒				Fine
Odor			☒		Litter box smell
Signs of mold? ☒ Yes ☐ No If yes, list location(s)					
Any Tenant Modifications to Unit? ☒ Yes ☐ No If yes, list modifications					
Remarks: Tenant has converted the living-room into a room					

RESIDENTS CERTIFICATION

I certify that the foregoing report correctly represents the condition of the above identified unit. If initial move-in, I certify that the unit is in a decent safe and sanitary condition, except for the items noted above. I realize I have 10 days from move-in date to add items to the exception list. I recognize that I am responsible for keeping the unit in good condition, except for normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

Signature of Resident Carmen Gonzalez Date _____
Resident refused to sign ☐

OWNER'S CERTIFICATION

I certify that the foregoing report represents the condition of the above identified unit. If initial move-in, I certify that the unit is in a decent safe and sanitary condition and if any deficiencies are disclosed by this report, they will be remedied within 30 days of the date this Tenant moves into this unit.

Signature of Owner's Representative Your signature Date _____
Signature of Witness Witness signature Date _____

- Property number
- Unit number
- Indicate which inspection
- Today's date
- Your name
- Residents full name
- Full address
- Indicate if the item is in "Good" "Fair" or "Poor"
- Detail comments
- General comment about the unit
- Tenant's signature, check the box if he/she refused to sign
- Your signature
- Witness signature

Make sure a witness is present if the tenant is NOT home or he/she refuses to sign

ALL items need to be in Good or Fair condition in order to file for eviction. If an item needs attention you must revisit the unit once the repair have been made.

PAMA MANAGEMENT COMPANY

4900 Santa Anita Ave. • #2C • El Monte, CA 91731

(626) 575-3070

Prop. #

① 0105
0001

MAINTENANCE REQUEST

Date Rec. ② 01/05/13 Rec. By ③ Jesse Apt. No. ④ 0001

Address ⑤ 4900 Santa Anita Ave City ⑥ 2C

Res. Name ⑦ Martin Jaimes Ph. ⑧ (626) 575-3070

1. ⑨ Replace front entry door

2. Install new privacy lock in master bathroom

3. --

4. --

5. --

6. --

ASSIGNED TO: Sergio

Date 1/6/13 Time started 1:00pm Time finished 3:00pm Total Time 2h

Date Time started Time finished Total Time

Date completed 1/6/13 Completed By Sergio

NOTE: PLEASE DO NOT SIGN THIS WORK ORDER UNLESS WORK IS COMPLETED.

NOTA: POR FAVOR NO FIRME ESTA ORDEN SI NO ESTA COMPLETO EL TRABAJO.

TENANT SIGNATURE: Martin Jaimes

① Property and unit

② Date you submit request

③ Your name

④ Tenants' apartment number

⑤ Tenants' complete address

⑥ City

⑦ Tenants' complete name (first & last)

⑧ Tenants' current phone number

⑨ Itemized, detailed description of maintenance requested.

Maintenance worker will complete all areas in green. Make sure it's all properly filled out before tenant signs.

Tenant must sign when work has been completed.

PAMA000020

3-DAY NOTICE TO PAY RENT OR QUIT

To: John Doe, Jane Doe,

DOE I, through DOE X, Tenants in possession:

WITHIN THREE DAYS, after the service on you of this notice, you are hereby required to pay the rent of the premises hereinafter described, of which you now hold possession, amounting to the sum of \$1,500 at the rental rate of \$1,000 per Month payable on the First

Balance of Rent from 3/1/98 to 3/31/98 = \$ 500.00

Rent from 4/1/98 to 4/30/98 = \$ 1,000.00

OR you are hereby required to deliver up possession of the premises hereinafter described within three days after the service on you of this notice, to the undersigned.

OR the undersigned will institute legal proceedings against you to recover possession of said property with all rents due and damages and to declare the forfeiture of the lease or rental agreement under which you now hold possession of those premises located within the county of Los Angeles

commonly known as 4900 Santa Anita Ave #2C, El Monte CA 91731

You are further notified that the undersigned does hereby elect to declare the forfeiture of your lease or rental agreement under which you now hold possession of the above-described property. 0105-0001

DATED: 4/3/98

Jesse Carrillo

Signature of Owner

LOCATION TO PAY RENT → PAMA MANAGEMENT CO.

4900 Santa Anita Avenue, Suite 2C

El Monte, CA 91731

(626) 575-3070 ext.2

OFFICE HOURS: MONDAY THROUGH FRIDAY 9:00 A.M. TO 6:00 P.M.

PLEASE REPORT ANY MAINTENANCE IMMEDIATELY IN WRITING

- ① Full names of ALL adults (18+ years and older) living in the unit.
- ② Total amount owed. Rent only (no late fees or other charges)
- ③ How much is the monthly rent
- ④ Always write the word "Month"
- ⑤ Always write: "First" or "1st"
- ⑥ If they have a balance from a previous month write the first day of that month
- ⑦ If they have a balance from a previous month write the last day of that month. (make sure you write the correct number of days)
- ⑧ Total amount owed from previous month, rent only (no late fees or other charges)
- ⑨ Write the first date of current month
- ⑩ Write the last date of the current month. (make sure you write the correct number of days.)
- ⑪ Total amount owed from current month, rent only (no late fees or other charges)
- ⑫ The county the property is assigned to
- ⑬ Complete address of tenant. Make sure you include direction (if applicable i.e. N, E, S or W) also include street type i.e. Ave, Blvd, Drive etc.
- ⑭ Property and unit number
- ⑮ Date you prepared and delivered the notice
- ⑯ Your signature

PAMA000021



Eviction Information sheet

☐ Rent Eviction
☐ Taxes
☐ Other _____

Property & Unit: 0105 0001

Address: 4900 Santa Anita Ave #2C
EL Monte, CA 91731

Tenants' Phone number: (626) 575-3070

Move in date: 4/12/13 Less than 6 months ☒

Rented By: Jesse

Move in Special: Yes ☒ No

First Month: \$1,200 Deposit: \$800

Times tenant paid late: 4

Note:

Tenant had informed me he cannot pay the rent
and has no money to move.

2 other managers have attempted to collect the debt.

Check List

- ☒ 3 Day Notice
- ☒ Proof of Service
- ☒ Inspection report
- ☒ Maintenance
- ☒ Contract
- ☒ Ledger Card

- ① Property & unit number
- ② Full address
- ③ Tenants current phone number
- ④ Date tenant moved in
- ⑤ Has tenant lived there less than 6 months?
- ⑥ Who rented the apartment
- ⑦ Did they move in with a Move In Special?
- ⑧ Amount for first months rent
- ⑨ Amount of deposit given
- ⑩ Number of times tenant has paid late.
- ⑪ Notes, reason why you wish to file for eviction.
List what steps have been taken to collect the debt
- ⑫ Every item MUST be included in order to file for an eviction. No exceptions

⑬ Your supervisors approval

Supervisor's Signature

Supervisors Approval

5/24/13

Date

Please make sure "Proof of Service" to be filled out by person who served the "3 Day Notice"
 Indicate if: Personally Served or Posted and Mailed

PAMA0000022

PAMA MANAGEMENT COMPANY, INC.
MOVE-IN / ~~MOVE-OUT~~ REPORT

① 0105-0001

WE WOULD LIKE TO WELCOME YOU AS A NEW RESIDENT IN OUR RENTAL PROPERTY. THIS MOVE-IN AND MOVE-OUT REPORT IS FOR YOUR PROTECTION AS WELL AS OURS. PLEASE TAKE THE TIME TO REVIEW THIS BEFORE SIGNING. YOU ARE REMINDED THAT A WRITTEN THIRTY DAY NOTICE OF INTENTION TO MOVE IS REQUIRED. RENT IS DUE FOR 30 DAYS FROM DATE NOTICE IS RECEIVED BY THE OWNER OR HIS AGENT.

TENANT(S) NAME(S) ② John Doe LENGTH OF TENANCY ③ 1 yr
 PROPERTY ADDRESS ④ 4900 Santa Anita APT. ⑤ 31 RENT PAID THROUGH ⑥ 12/31/13
 DATE NOTICE RECEIVED ⑦ 12/1 MOVE OUT DATE ⑧ 1/4 REASON ⑨ Lost job
 FORWARDING ADDRESS ⑩ 1234 Star Blvd. El Monte, CA 91731

ITEMS	MOVE-IN	MOVE-OUT
LIVING ROOM:		
Front door/locks:	New locks	Need to replace/broken
Walls:	Fresh texture and paint	Needs paint, has holes
Ceiling:	New acoustic	Needs paint
Windows:	Working with locks	Need to be cleaned
Screen:	New	Need to replace, broken
Light fixture:	Working	Need bulbs
Electrical switches/cover:	New	Good Condition
Carpet:	New Carpet	Stained, need to replace
Curtain rod/drapes:	New 102" vertical	Need new 102" vertical
KITCHEN:		
Door/lock:	New sliding door	Dirty
Floor/cabinets:	Clean	Dirty
Walls:	Fresh paint	Needs paint
Ceiling:	New acoustic	Needs paint
Light fixture:	Working	Need new bulbs
Electrical switches/outlets:	New	Working
Stove/oven:	N/A	N/A
Exhaust fan:	Working and new filter	Dirty, need new filter
Sink:	New	Dirty
Cabinets:	Fresh paint	Replace (no charge)
Windows:	New window	Dirty
Screen:	New	Broken, need new
Garbage disposal:	Working	Working
Dishwasher/refrigerator:	N/A	N/A
BEDROOM #1:		
Door/lock/locker:	Good condition	Working
Carpet:	Shampooed/clean	Stained & burned, need new
Walls:	Fresh paint	Needs paint
Ceiling:	Good condition	Holes in ceiling (charge tenant)
Light fixture:	Working	Need bulbs (no charge)
Electrical switches/outlets:	Working	Working
Windows:	Clean with locks	Need cleaning
Screen:	Good condition	Damaged
Drapes:	New 78" vertical	Need new 78" vertical
Closets:	New doors	Broken, need to replace

- ① Property and unit number
- ② Full name of tenant
- ③ How long has the tenant lived there?
- ④ Address of tenant
- ⑤ Apartment number
- ⑥ Tenant has paid rent until what date?
- ⑦ When did you (manager) receive the written 30 day notice?
- ⑧ When did the tenant turned in the keys?
- ⑨ Why did the tenant move out?
- ⑩ What's the new address?
- ⑪ Make sure you write a FULL description be as detailed as possible on each item. Don't just write "okay" or "Good Condition" on every row.

PAMA000023

① 0105-0001

ITEMS	MOVE-IN	MOVE-OUT
BEDROOM #2		
Doors/locks/knobs:	Good condition	② Broken door
Carpets:	Shampooed/clean	Damaged, need to replace
Walls:	Fresh paint	Needs paint
Ceilings:	Good condition	Smoke stains (charge tenant)
Light fixtures:	Working	Working
Electrical outlets/outlets:	Working	Good condition
Windows/Screens:	Clean with locks	Needs cleaning
Drapes:	New 78" vertical	Need new 78" vertical
Closets:	New doors	Needs paint
BATHROOM		
Doors/knobs:	New locks	Working
Floors/tile:	Clean	Dirty
Walls:	Fresh paint	Needs paint
Ceilings:	Good condition	Needs paint
Screens/Windows:	New/Clean	Broken screens
Shower/bathtub:	New tub	Dirty
Lavatory (sink):	New sink & vanity	Damaged (tenant charge)
Medicine Cabinet/mirror:	Working/clean	Dirty
Toilet:	New seat	Needs new seats
Light fixtures:	Working	Working
Electrical switches/outlets:	Working	Working
Towel rack/Toilet paper holder:	New/New	Both broken
Closet shelves:	Fresh Paint	Stained, needs paint
OTHER		
Smoke Detector:	3 new	Missing batteries (3)
Water heater:	Working	Working
Wall heater:	New unit	Working
Air Conditioning:	2 Working units	Replace filter
Yard:	Clean	Dirty

SECURITY DEPOSIT RETURN

Deposit	Am't. Rec'd	Am't. Retained	For refund
Security	\$700.00		
Cleaning			
Used rent			
Painting			
Carpet			
Draper			
Screens/Windows:			
Smoke Det/Batteries:			
Legal cost			
Other			
Total			

_____ days rent. Tenant did not give the required 60 day notice of intent to terminate tenancy.

③ 4 days rent for holding over the premises.

Rate of rent: ④ 4

Rate per day: _____

Other Remarks:

Manager/Agent:

Occupant:

Date:

Manager/Agent: ⑤ Manager

Occupant: ⑥ Jane Doe

Date:

⑦ 1/4/14

⑧ 1/4/14

1. Property and unit number

2. Make sure you write a FULL description be as detailed as possible on each item. Don't just write "okay" or "Good Condition" on every row.

3. The amount of days tenant did not pay for

4. Monthly rental rate

5. Your (managers) signature

6. Today's date

7. Tenant's signature

8. Today's date

PAMA000024

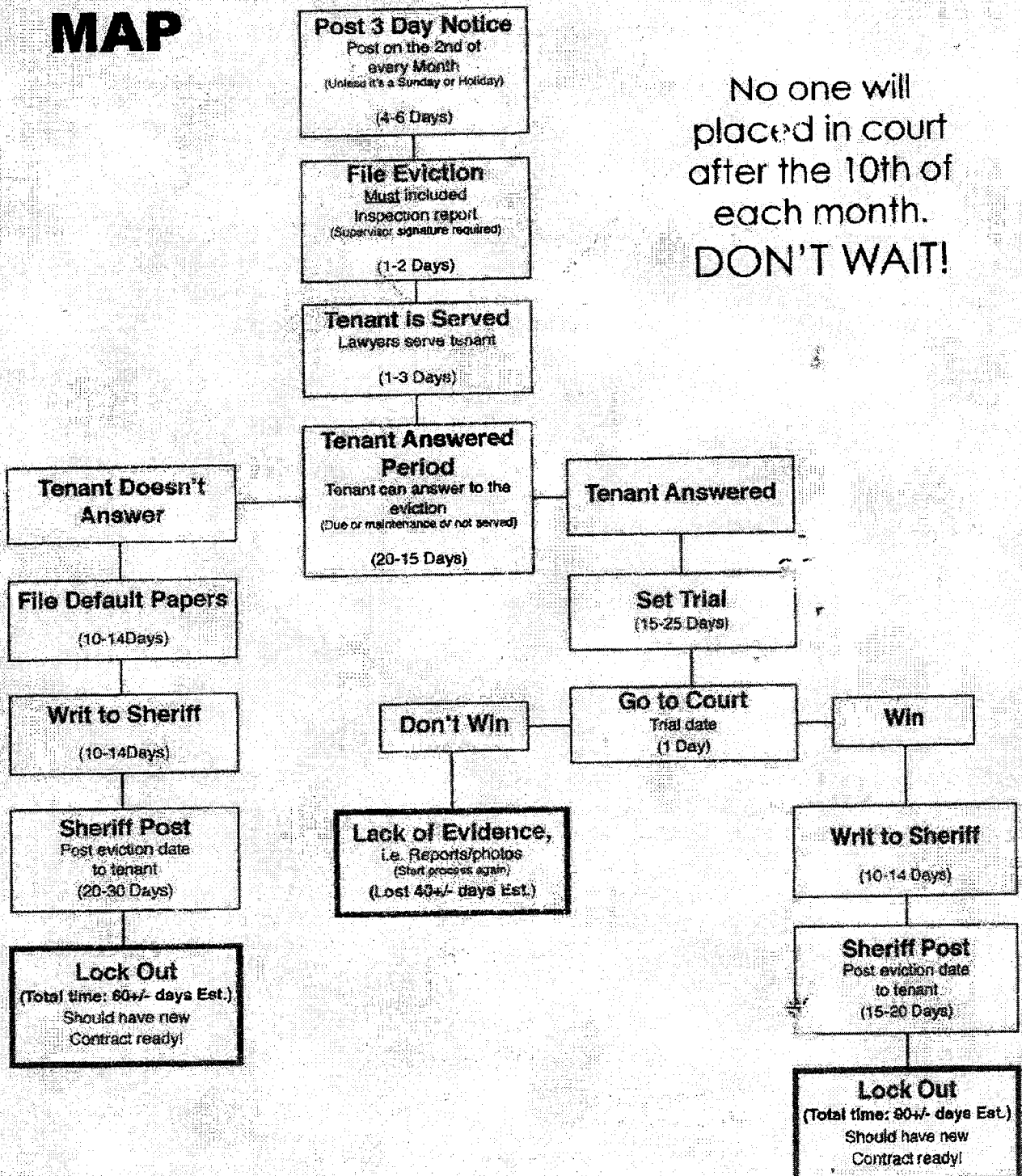
04-1401 REV 0-10-75



EVICTIION MAP

The outcome of an eviction:
A great loss to the company.
Supervisors REVIEW all notices

No one will
placed in court
after the 10th of
each month.
DON'T WAIT!



PAMA000026



Eviction Information sheet

☐ Fast Eviction

☐ Travis

☐ Other

Property & Unit: _____

Address: _____

Tenants
Phone number: _____

Move in date: _____

Less than
6 months

☐

Rented By: _____

Move in Special: _____ Yes _____ No

First Month: _____ Deposit: _____

Times tenant paid late: _____

Note:

Supervisors Approval

Date

Check List

- ☐ 3 Day Notice
- ☐ Proof of Service
- ☐ Inspection report
- ☐ Maintenance
- ☐ Contract
- ☐ Ledger Card

Please make sure "Proof of Service" to be filled out by person who served the "3 Day Notice"
Indicate if: Personally Served or Posted and Mailed

PAMA000027

Pama Management

Unit Inspection Report

☐ Move-in ☐ Annual ☐ Move-out

Date of Inspection _____ Inspected by _____

Resident Name _____

Resident Address _____

Prop # _____

Unit # _____

		Acceptable		No	Repairs Needed (Comments)			Acceptable		No	Repairs Needed (Comments)
		Good	Fair	Poor				Good	Fair	Poor	
KITCHEN						BATHROOM					
Range						Door					
Range Hood						Walls					
Refrigerator						Floor					
Floor						Basin					
Countertop						Faucets					
Sink						Tub/Shower					
Faucets						Faucets					
Disposal						Toilet					Low Flow?
Cabinets						Exhaust Fan					
						Med. Cabinet					
LIVING/DINING AREA						Emerg. Alarm					
Walls						MISCELLANEOUS					
Ceiling						Smoke Detectors					
Carpeting						Windows					
Draperies						Balcony/Patio					
Screens/Glass						Pet? Kind?					
Heat/AC						Housekeeping					
						Roaches					
BEDROOM/SLEEPING AREA						Front Door					
Walls						Odor					
Ceiling						Signs of mildew ☐ Yes ☐ No If yes, list location(s)					
Carpeting						Any Tenant Modifications to Unit? ☐ Yes ☐ No If yes, list modifications					
Draperies						Remarks:					
Screens											
Closet Doors											
Emerg Alarm											
RESIDENTS CERTIFICATION I certify that the foregoing report correctly represents the condition of the above-identified unit. If initial move-in, I certify that the unit is in a decent safe and sanitary condition, except for the items noted above. I realize I have 10 days from move-in date to add items to the exception list. I recognize that I am responsible for keeping the unit in good condition, except for normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition. Signature of Resident: _____ Date: _____ Resident refused to sign ☐						OWNER'S CERTIFICATION I certify that the foregoing report correctly represents the condition of the above-identified unit. If initial move-in, I certify that the unit is in a decent safe and sanitary condition and if any deficiencies are disclosed by this report, they will be remedied within 30 days of the date this Tenant moves into this unit. Signature of Owner's Representative _____ Date: _____ Signature Witness _____ Date: _____					

PAMA000028

PAMA MANAGEMENT COMPANY

4800 SANTA ANITA AVE., SUITE 20
EL MONTE, CA 91731
(626) 575-3070
FAX (626) 575-7817
FAX (626) 575-3084

24 HOUR NOTICE TO ENTER DWELLING UNIT (CC 1954)

To:

Pursuant to California Civil Code Section 1954, Owner does hereby give notice to access the dwelling located at:

The owner, owner's agent or owner's employees will enter said premises on

_____ during normal business hours between

_____ for the reason set forth in the checked numbered item below:

- ☐ 1. To make necessary or agreed repairs
- ☐ 2. Periodic property inspection.
- ☐ 3. Alterations or Improvements
- ☐ 4. Supply necessary or agreed services
- ☐ 5. To exhibit the dwelling unit to prospective or actual mortgagees
- ☐ 6. To exhibit the dwelling unit to prospective tenants
- ☐ 7. To exhibit the dwelling unit to real estate or other agents of the owner
- ☐ 8. To exhibit the dwelling unit to workmen or contractors
- ☐ 9. Pursuant to Court Order
- ☐ 10. To determine if the premises have been abandoned

DATED: _____ OWNER/MANAGER: _____

PAMA000029