

Refuse/Recycling/Organics

No trash, discarded items, misc. storage shall be accumulated in or around the building, dwelling unit or parking areas.

Break down boxes and place inside recycling containers.

Call management to coordinate **extra or large item pick-ups**. Items left on ground near containers will not be taken by the service provider. Over-filled containers will not be taken by service provider.

Recycle:

Plastic, Metals, Paper (clean & dry)

Cardboard (clean/no food waste)

Glass (no windows or non-food related glass)

Compost/Organic Waste:

Green waste/yard trimmings, Food scraps, Food-soiled papers, or plant-fiber based food containers

Hazardous Waste:

Automotive products, cleaning products, flammables, pesticides, electronics/appliances, paint supplies, batteries, florescent bulbs, medications

Renters Insurance

Protect yourself and your stuff – get Renter’s Insurance.

Online Portal

review rental information, **pay rent**, submit non-urgent maintenance requests, obtain renters insurance

www.inlandpacific.appfolio.com/connect

CONTACT US

1713 Artesia Blvd, Suite D
Manhattan Beach, CA 90266
(310) 376-9824

info@IPM2.com

www.inlandpacificmanagement.com

Office is open 7 days a week

**Emails and text lines are monitored
ONLY Monday-Friday 9am-5pm**

**Call (562) 502-7666 to Report After Hours
Maintenance Emergencies**

Utility Companies

Southern California Edison

(800) 655-4555

The Gas Company

(800) 427-2200

Golden State Water

(800) 999-4033

California Water Service

(310) 257-1400

City of El Segundo Water & Sewer

(310) 524-2742

City of Manhattan Water & Sewer

(310) 802-5559

City of Torrance Water & Sewer

(855) 354-5623

Republic Trash Services

(800) 742-5234

Athens Disposal

(888) 336-6100

Waste Management

(800) 774-0222

GENERAL RENTAL INFO and HOUSE RULES

To protect your comfort & safety, and that of your neighbors, the landlord reminds you of all, but not limited to, the following responsibilities' concerning you residency.



**Inland Pacific
Management**

Use, Care, Conduct

Dwelling must be kept clean, sanitary, and well ventilated. You live in a high-humidity coastal environment – **proper ventilation and clean conditions are essential.**

Be considerate neighbors. You are responsible for ensuring that disturbances are not caused to neighbors and neighborhood, including by your pets, guests, or visitors.

Contact management before placing grills or BBQ on property – most insurance companies have restrictions on placement.

Potted plants must be on or in a container to collect water and dirt and allow moisture under to evaporate easily. **Keep decks and balconies dry and clean.** Regularly clear deck drains.

Personal property may not be stored in any public area. **No items to be stored on or within 2 feet of water heaters, furnace, or wall heaters**

Use and storage of combustibles is prohibited in the dwelling unit, the common areas and the garage or parking areas. **Open flames prohibited.**

Water Conservation

Report leaks, running toilets, dripping faucets or hose bibs, broken sprinkler heads, etc.

Leaky toilet can waste up to 500 gallons per day

Do not use hose to clean driveways, sidewalks, stairs, furniture, etc. Pools and spas must be covered when not in use. Landscape irrigation limited per local ordinance.

Every minute you shorten your shower can save up to 75 gal./month

www.bewaterwise.com

Cable, Internet, Satellites

Installation of internet and television systems must not damage structure or be affixed to the exterior siding or roof of the building. Tenant responsible for any damage resulting from equipment installation. **Tenant responsible for removal of equipment at move out.**

Locks & Keys

If you change your locks, you must provide a copy to management.

Management not responsible for replacing your lost or stolen keys.

If you get locked out you may come to our office during business hours to borrow the spare key; after-hours call a locksmith at your own expense.

Appliances & Plumbing

Be certain you understand operating instructions for all appliances. Keep stove, oven, and hood fan clean and free of grease. Do not overfill frig or freezer. Contact Gas Company for annual cleaning of gas-powered appliances and vents.

Local water districts deliver hard water. Dry faucets, handles, shower doors and counters after use to prevent corrosion. Regularly cycle dishwashers with crystallized citric acid product (i.e., LemiShine) to prevent hard water build up.

Stainless steel cleaning suggestions: Follow manufacturers recommendations. Avoid harsh abrasives. Use soft cloths and dry promptly.

Garbage Disposal: Run plenty of cold water during and after entering only small amounts of food waste.

Large amounts, starchy, fibrous, or hard foods or any other objects should not to be put down the drains; this is considered misuse and will cause appliance failure and drain clogs.

Prevent Clogged Drains: A garbage disposal is designed to handle MINOR food scraps only, **When in doubt – Throw it out!***

Do not use DrainO/Liquid Plumber products, these types of chemicals build up in and deteriorate pipes. **Only toilet paper** will dissolve readily, do flush anything other than toilet paper. **Costs to clear clogs caused by misuse will be tenant responsibility.** More info @ www.ipm2.com/Tenant-Resources

Laundry Machines: available for exclusive use of tenant's' clothing only. Washing of heavy articles (i.e., Rugs, comforters, etc.) not permitted. No use of flammable materials, no color dyeing. Landlord assumes no responsibility in use of laundry equipment or for items lost, stolen or damages therein. Remove items from machines promptly. After use clean and dry machine lids, rubber seals and soap dispensers & clear and remove lint.

No window mount Air Conditioners.

No Seasonal or short-term Tenancy.

Test your Smoke and Carbon Monoxide Detectors regularly. Contact the office if they are not working. Keep detectors clean, intact and operable at all times. Regularly clean appliance/heater and the venting. So Cal Gas Company will service for free.