

Educational Housing Corporation Board of Directors - Aug 05 2026 Agenda

Wednesday, August 5, 2026 at 4:00 PM

SMCCCD District Office Board Room 3401 CSM Drive, San Mateo, CA 94402

Remote Location: 1225 8th Street, Suite 470, Sacramento, CA 95814

Members of the Public may also participate via Zoom.

Zoom Meeting ID - <https://smccd.zoom.us/j/83742058956>

Dial-In: 1-669-900-9128 - Webinar ID: 837 4205 8956

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS

To make a comment regarding a non-agenda item, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
- (2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.
- (3) The Board of Directors welcomes public comment on issues within the jurisdiction of the District. Comments are limited to three (3) minutes per speaker. In the event of multiple speakers on the same agenda item or non-agendized item, the Board President has discretion to limit the total time on a topic (such as twenty (20) minutes per topic) and/or limit the per speaker time (such as 1 minute per speaker). The Board President reserves the right to further limit the time per speaker in order to efficiently conduct the business of the board.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

To make a comment regarding an item on the agenda, members of the public:

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or
- (2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to

activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.

(3) The Board of Directors welcomes public comment on issues within the jurisdiction of the Educational Housing Corporation. Comments are limited to three (3) minutes per speaker. In the event of multiple speakers on the same agenda item or non-agendized item, the Board President has discretion to limit the total time on a topic (such as twenty (20) minutes per topic) and/or limit the per speaker time (such as 1 minute per speaker). The Board President reserves the right to further limit the time per speaker in order to efficiently conduct the business of the board.

ACCOMMODATIONS

Persons with disabilities who require an accommodation or service should contact the Chancellor's Office (650) 358-6877 at least 24 hours prior to the Board meeting.

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1. OPEN SESSION - 4:00 P.M.

1.1 Call to Order / Roll Call

2. REVIEW AND APPROVE THE ORDER OF AGENDA

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS

4. APPROVAL OF MINUTES

4.1 Approval of Minutes from May 6, 2026 Educational Housing Corporation Board of Directors Regular Meeting

It is recommended that the Board of Trustees approve the presented minutes. [2026 0506 Minutes of the Educational Housing Corporation Board Regular Meeting.pdf](#)  5

4.2 Approval of Minutes from June 10, 2026 Educational Housing Corporation Board of Directors Special Meeting

It is recommended that the Board of Trustees approve the presented minutes. [2026 0610 Minutes of the Educational Housing Corporation Board Special Meeting.pdf](#)  9

4.3 Approval of Minutes from July 15, 2026 Educational Housing Corporation Board of Directors Special Meeting

It is recommended that the Board of Trustees approve the presented minutes. [2026 0715 Minutes of the Educational Housing Corporation Board Special Meeting.pdf](#)  11

5. DISTRICT STAFF UPDATES

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6. PROPERTY MANAGEMENT UPDATES

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	Prodesse Property Group Prospect Rental Agreement Base Document.pdf 	15
7.	DISCUSSION	
7.1	Review of Cañada Vista Q4 Financial Statement for FY 2025-26 2026 7 28 Canada Vista Budget FY 25-26 Q4 YTD EHC Financial Summary.pdf  2026 07 28 Canada Vista FY 2025-26 Q4 YTD Summary Analysis.docx 	40
7.2	Review of College Vista Q4 Financial Statement for FY 2025-26 2026 07 28 College Vista Budget FY 26-27 Q4 YTD EDC Financial Summary.pdf  2026 7 28 College Vista FY 2025-26 Q4 YTD Summary Analysis.docx 	44
7.3	Review of College Ridge Q4 Financial Statement for FY 2025-26 2026 7 28 College Ridge Budget FY 25-26 Q4 YTD EHC Financial Summary.pdf  2026 7 28 College Ridge Q4 YTD FY 2025 - 26 Summary Analysis.docx 	48
8.	ACTION ITEMS	
8.1	Adoption of Cañada Vista FY 2026-27 Final Budget Staff recommends adoption of the final FY 2026–27 budget for Cañada Vista. 2026 Canada Vista Budget FY 26-27 Summary.pdf 	52
8.2	Adoption of College Vista FY 2026-27 Final Budget Staff recommends adoption of the final FY 2026–27 budget for College Vista. 2026 College Vista Budget FY 26-27 Summary.pdf 	53
8.3	College Ridge: Adoption of FY 2026-27 Final Budget Staff recommends adoption of the final FY 2026–27 budget for College Ridge. 2026 College Ridge Budget FY 26-27 Summary.pdf 	54
8.4	Approval of Rental Rate Adjustments Based on 2026 San Mateo County Income & Rent Limits  Staff recommends the Board (1) authorize applying the 2026/27 rate adjustment to current residents consistent with each resident's lease terms and applicable law, effective November 1, 2026 (allows for property management transition completion and a 60-day resident notice in alignment with Prodesse procedures); (2) establish that the base rate — for both new and current residents — will be set automatically each year based on the County's published index, with future updates reported to the Board as an informational item rather than requiring a separate vote; and (3) direct staff/management to notice residents accordingly.	55
8.5	Consideration of Formation of an Ad Hoc Committee — Property Management Transition 	57

Discuss and, if desired, authorize the formation of an ad hoc committee of up to two board members to participate in transition meetings with Prodesse Property Group, the incoming property management firm, through September 30.

9. STATEMENTS FROM CORPORATION DIRECTORS

10. ADJOURNMENT



**Minutes of the
Educational Housing Corporation Board of Directors Regular Board Meeting
May 6, 2026 3:00 p.m.**

**In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)
and ZOOM Webinar**

DIRECTORS	OTHER ATTENDEES
Richard Holober, President	David McLain, SMCCCD
Meta Townsley, Vice President	Peter Fitzsimmons, SMCCCD
Grace Beltran, Treasurer	Carina Warne, SMCCCD
Peggy Berlese	Bob Talbott, BLVD Residential
Sheena Collins	Selena Gillette, BLVD Residential
Wayne Lee	Sabrina Cosentino, BLVD Residential
Brittney Sneed	Stephanie Montenegro, BLVD Residential

OPEN SESSION

Call to Order and Roll Call

President Holober called the meeting to order at 3:06 p.m. Members in attendance are listed above.

Review and Approve the Order of the Agenda

The order of the agenda was approved unanimously.

Public Comment on Non-Agenda Items

None

Approval of Minutes

It was moved by Mr. Lee and seconded by Ms. Townsley to approve the Minutes of the Regular Meeting on February 12, 2026. The motion carried with all members voting aye.

It was moved by Mr. Lee and seconded by Ms. Townsley to approve the Minutes of the Special Meeting on February 26, 2026. The motion carried with all members voting aye.

It was moved by Mr. Lee and seconded by seconded by Ms. Townsley to approve the Minutes of the Special Meeting on March 26, 2026. The motion carried with all members voting aye.

District Staff Updates

Mr. McLain provided an update on the status of the Faculty & Staff Housing Waitlist. He said the waitlist currently has a total of 315 employees (57 Full Time Faculty, 187 Full Time Staff, and 71 Adjunct Faculty).

Ms. Berlese asked under what circumstances employees are removed from the waitlist. Ms. Warne explained that employees are removed from the waitlist if they are no longer employed by the District or if they request to be removed.

Ms. Collins suggested that when employees remove themselves from the waitlist, it would be helpful to collect information about why they chose to do so and track those reasons. She noted that if employees are leaving the waitlist because they perceive it to be too long, that could indicate a concern. Mr. McLain responded that if an employee indicates they are removing themselves because the waitlist is too long, staff always encourage them to remain on the list.

BLVD Residential Updates

Ms. Cosentino provided an occupancy update. She said Cañada Vista is 98% occupied with 1 vacancy, College Vista is 98% occupied with 1 vacancy, and College Ridge is 100% occupied with no vacancies.

Ms. Berlese asked how long it typically takes to turn a unit. Ms. Cosentino said the time required to turn a unit depends largely on the length of the resident's tenancy. Units with long-term residents typically require more extensive work, such as repainting, carpet replacement, and other repairs or updates, which can extend the turnaround time.

Ms. Cosentino also reported that tree trimming was completed at all three properties.

DISCUSSION ITEMS

Review of Q3 Financial Statements for FY 2025 – 2026

Ms. Cosentino presented the Q3 Financial Statements for FY 2025-2026 for Cañada Vista. This period covers the first nine months of the fiscal year. Ms. Cosentino gave an explanation for variances in each category. She said primarily variances are due to turnover repairs and additional maintenance services.

Ms. Townsley asked about the cost of repairing appliances versus replacing them. Ms. Cosentino explained that many of the appliances at Cañada Vista are original to the property and have reached the end of their useful life, making replacement more cost-effective in many cases.

Ms. Cosentino presented the Q3 Financial Statements for FY 2025-2026 for College Vista. Ms. Cosentino gave an explanation for variances in each category. She said primarily variances are due to repairs and maintenance. She also mentioned that the Roofing Project was completed under budget.

Ms. Cosentino presented the Q3 Financial Statements for FY 2025-2026 for College Ridge. Ms. Cosentino gave an explanation for variances in each category. She said primarily variances are due to contract services and higher utilities.

Ms. Collins asked why vacancies at College Ridge are more difficult to fill despite the lengthy waitlist. Ms. Cosentino explained that College Ridge has historically been more challenging to lease due to its location and climate. There is generally a stronger preference for College Vista and Cañada Vista, which are located in warmer, sunnier areas.

Ms. Sneed asked about the garbage collection schedule at Cañada Vista, noting that the dumpster often appears to be full. Ms. Warne noted that Cañada Vista may be experiencing illegal dumping because there have been concerns from residents. Ms. Cosentino said people often seek out accessible dumpsters for illegal dumping.

ACTION ITEMS

Tentative Budgets for FY 2026 – 2027

Ms. Cosentino presented the Tentative Budgets for Cañada Vista for FY 2026–2027. She noted that all of the budgets presented are based on projected actuals, as fourth-quarter results have not yet been finalized. The finalized actual figures will be available for review at the next board meeting. Ms. Townsley asked clarifying questions about contract services and utilities.

Ms. Sneed raised concerns regarding ongoing fire alarm issues at Cañada Vista and asked for an update on when the issues are expected to be resolved. Ms. Montenegro explained that Siemens has been made aware of the situation and is actively working to address the issue. She noted that the necessary parts have been ordered and that repairs will proceed once the parts are received.

Ms. Cosentino presented the Tentative Budgets for College Ridge for FY 2026-2027. Ms. Sneed asked for an update regarding the replacement of the washer/dryer combo units at College Ridge. Ms. Cosentino explained that residents have provided feedback indicating that the current units are not functioning properly. She noted that BLVD Residential is working with the District to replace the affected units.

Ms. Collins inquired about the EV charging stations at College Ridge and asked whether similar installations are being considered for College Vista and Cañada Vista. Mr. Talbott stated that College Ridge is the newest property and EV charging stations were included as part of the original construction plans. He further noted that each garage at College Ridge includes an electrical outlet to support individual EV charging needs.

It was moved by Mr. Lee and seconded by Ms. Berlese to approve the Tentative Budgets for FY 2026-2027. The motion carried with all members voting aye.

Cañada Vista – Package Locker System

Mr. McLain said residents at Cañada Vista have raised concerns regarding package theft. In response, staff solicited proposals from three package locker providers – Luxer One, Amazon Hub, and Parcel Pending.

Ms. Cosentino presented more details for all three proposals including size, affordability, software and tech support, and site preparation. After reviewing all three proposals, staff recommends approval of the Amazon Hub option.

Ms. Beltran reported that there has been an increase in package theft over the past two years at Cañada Vista, particularly during the holiday season. She noted that delivery drivers do not always deliver packages directly to residents' doors and may instead leave them near the mailboxes, which can increase the risk of theft.

Ms. Cosentino explained that the proposed location for the lockers is near the Cañada Vista Clubhouse because the site provides the necessary access to electricity and internet service. If approved, this location will require some communication with delivery drivers and residents.

Ms. Collins suggested looking into the updated USPS package locker system that all carriers can use to deliver packages.

It was moved by Mr. Lee and seconded by Ms. Berlese to approve the Cañada Vista – Package Locker System with Amazon Hub. The motion carried with all members voting aye.

Approval of Additional Short-Term Extension of Property Management Agreement with BLVD Residential

Mr. McLain presented the Additional Short-Term Extension of the Property Management Agreement with BLVD Residential. He explained that the proposed two-month extension would allow sufficient time to complete the property management RFP process. If approved, the extension would remain in effect through August 31, 2026.

It was moved by Mr. Lee and seconded by Ms. Berlese to approve the Additional Short-Term Extension of Property Management Agreement with BLVD Residential. The motion carried with all members voting aye.

Statements from Corporation Directors

Ms. Sneed asked whether the possibility of renumbering the units at Cañada Vista had ever been considered.

Ms. Sneed made note that although housing a service provided to employees, the decisions the Board makes reflect how both employees and residents are valued.

Public Comment on Closed Session Items Only

None

CLOSED SESSION

President Holober announced the Closed Session item for discussion is Pursuant to Gov. Code 54956.9 (d) (4): Conference with Legal Counsel – Anticipated Litigation: Initiation of Litigation – Number of Potential Cases: 1

Reconvene to Open Session

President Holober reported that no reportable action was taken in Closed Session.

Adjournment

The meeting was adjourned at 4:43 p.m.



**Minutes of the
Educational Housing Corporation Board of Directors Special Board Meeting
June 10, 2026 4:15 p.m.**

**In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)
and ZOOM Webinar**

DIRECTORS	OTHER ATTENDEES
Richard Holober, President	David McLain, SMCCCD
Meta Townsley, Vice President	Peter Fitzsimmons, SMCCCD
Grace Beltran, Treasurer	Carina Warne, SMCCCD
Peggy Berlese	
Sheena Collins	
Wayne Lee	
Brittney Sneed	

OPEN SESSION

Call to Order and Roll Call

President Holober called the meeting to order at 4:20 p.m. Director Beltran joined the meeting at 4:30 p.m. Director Sneed attended the meeting remotely on zoom. Members in attendance are listed above.

ACTION ITEMS

Resident Occupancy Extension Request: Cañada Vista Unit #210

Mr. McLain presented the Resident Occupancy Extension Request for Cañada Vista Unit #210. He explained that, in January 2026, a leak originating from Unit #310 caused significant water damage to Unit #210 below. The source of the leak was a personal refrigerator installed by the upstairs residents, with an improperly installed ice maker water line.

Restoration of Unit #210 required opening drywall and ceilings, replacing flooring throughout the entryway, kitchen, and living room, and completing professional cleaning. The resident was relocated to a hotel while the work was completed and returned to the unit in April 2026 after spending 70 days in temporary accommodations. The restoration timeline was extended in part due to the insurance authorization process.

The resident's lease expires in July 2026, and the resident is requesting a 6- to 12-month occupancy extension, citing the disruption caused by the temporary displacement.

Mr. McLain noted the existing Board-approved extenuating circumstances for occupancy extensions are:

1. Death of a household member (within three months of the end of resident eligibility).

2. Catastrophic medical issue affecting the resident or a household member, where an extension would provide time for health stabilization before moving (within six months of the end of resident eligibility).
3. An immediate threat to the resident's physical health or safety (e.g., domestic violence) (within three months of the end of resident eligibility).
4. Purchase of a home, where an extension would allow time to take occupancy (within two months of the end of resident eligibility).

President Holober opened the floor for public comment on the agenda item. No members of the public provided comment.

It was moved by Mr. Lee and seconded by Ms. Berlese to approve a six-month occupancy extension request for Cañada Vista Unit #210. Ms. Berlese, Ms. Beltran, Mr. Lee, and Ms. Sneed voted aye. Mr. Holober, Ms. Collins, and Ms. Townsley voted nay. The motion carried.

Adjournment

The meeting was adjourned at 4:50 p.m.



**Minutes of the
Educational Housing Corporation Board of Directors Special Board Meeting
July 15, 2026 4:00 p.m.**

**In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)
and ZOOM Webinar**

DIRECTORS	OTHER ATTENDEES
Richard Holober, President	David McLain, SMCCCD
Meta Townsley, Vice President	Peter Fitzsimmons, SMCCCD
Grace Beltran, Treasurer	Carina Warne, SMCCCD
Peggy Berlese	
Wayne Lee	
Brittney Sneed	

OPEN SESSION

Call to Order and Roll Call

President Holober called the meeting to order at 4:03 p.m. Members in attendance are listed above.

ACTION ITEMS

Property Management Services Contract – Board Interview and Selection (RFP 87006R)

Mr. McLain provided an overview of the Property Management Services Request for Proposal (RFP) process. He reported that the Housing Board issued an RFP for a two-year property management services contract on May 20, 2026. Nine proposals were received, of which two were deemed nonresponsive. The remaining seven proposals were evaluated by the RFP Evaluation Committee. The Committee recommended three firms for interviews before the Housing Board: Greystar Management Services, Prodesse Property Group, and TrueDoor Property Management.

During the meeting, each firm was allotted twenty minutes for an interview, consisting of a five-minute presentation followed by fifteen minutes of questions from the Housing Board. During the interviews, each firm provided an overview of its company, management philosophy, staffing approach, and relevant experience. Housing Board members asked questions regarding operations, communication, and resident services. Following the interviews, the Housing Board deliberated.

It was moved by Mr. Lee and seconded by Ms. Townsley to approve entering into a Two-Year Property Management Services Contract with Prodesse Property Group. The motion carried unanimously.

Adjournment

The meeting was adjourned at 5:45 p.m.

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

Housing Administrator Updates

District staff will provide the Board with an update on the waitlist and other pertinent topics.

1. Employee housing waitlist numbers as of July 31, 2026.

	5/1/26 Waitlist	Housed	Dropped	Added	Current Waitlist	Net Change 5/1–7/31
Full-Time Faculty	57	0	0	1	58	+1
Full-Time Staff	187	2	5	6	186	-1
Adjunct Faculty	71	0	0	2	73	+2
Total	315	2	5	9	317	+2

2. Breakdown of waitlisted employees and the unit sizes for which they are eligible. Priority classifications also segment the table, as full-time employees have priority for vacant units.

	1 BR	2 BR	3 BR		Total
Full-Time Faculty	30	17	9		56
Full-Time Staff	108	44	36		188
Full-Time Total	138	61	45		244
Adjunct Faculty	36	27	10		73
Total Waitlist Requests	174	88	55		317
Total Units (all 3 sites)	57	62	15		134

3. Property manager transition update

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

PREPARED BY: BLVD Residential Staff

Occupancy and Operations Update

BLVD Residential will provide the Housing Board with an update on occupancy and operations.

8/1/2026	OCCUPANCY		VACANT	NOTICE
Canada Vista	100%	60/60	0 units	1 unit: (B306 1X1) – MO 8/28
College Vista	100%	44/44	0 units	0 units
College Ridge	100%	30/30	0 units	0 units

- Cañada Vista Package Locker Installation Update
- Cañada Vista Fire Alarm Repair Update
- College Ridge Combo Washer/Dryer Replacement Update

TO: Educational Housing Corporation Board of Directors

FROM: Prodesse Property Group Staff

Prodesse Property Group Updates

Prodesse Property Group will provide the Housing Board with information and updates on the following items:

- Redwood City rent control ordinance that has qualified for the November ballot
- Prodesse's Sample Base Rental Agreement

**PRODESSE PROPERTY GROUP
RENTAL AGREEMENT**

THIS AGREEMENT is entered into on <<Today>> by and between PRODESSE PROPERTY GROUP, "Management", as authorized agent for the Owner of the Premises, and <<lesseelistwog>> "Resident".

IN CONSIDERATION OF THEIR MUTUAL PROMISES, THE PARTIES AGREE AS FOLLOWS:

1. **PREMISES:** Management rents to Resident and Resident rents from Management for residential use only, the premises known as: <<unitaddress>>, "Premises". The Premises are located in a property known as <<propAddr1>> "Property", which encompasses residential buildings, common area and appurtenant structures.

2. **AB 1482 DISCLOSURES:**

<<AB_1482A>> Separately Alienable from Any Other Dwelling Unit:

This Property is NOT subject to rent limits imposed by Section 1947.12 of the Civil Code and is not subject to the just cause requirements of Section 1946.2 of the Civil Code. This Property meets the requirements of Sections 1947.12(d)(5) and 1946.2(e)(8) of the Civil Code and the owner is not any of the following: (1) a real estate investment trust as defined by Section 856 of the Internal Revenue Code; (2) a corporation; or (3) a limited liability company in which at least one member is a corporation.

☐ This Rental Unit's AB 1482 New Construction Exemption May Expire During This Tenancy:

AB 1482 exempts housing that has been issued a certificate of occupancy within the last 15 years.

The disclosure below in Subject To, is effective:

<<AB_1482B>> Subject to AB 1482 rent caps and just cause as provided in Civil Code Section 1946.2 and 1947.12. The following disclosure is required by law:

California law limits the amount your rent can be increased. See Section 1947.12 of the Civil Code for more information. California law also provides that after all the tenants have continuously and lawfully occupied the property for 12 months or more or at least one of the tenants has continuously and lawfully occupied the property for 24 months or more, a landlord must provide a statement of cause in any notice to terminate a tenancy. See Section 1946.2 of the Civil Code for more information.

3. **RENT AND FEES:** Rent is due in advance on the first (1st) day of each and every month, at <<prquoterent>> per month, beginning on <<schedLeaseFromDt>>. Resident may be served with a THREE-DAY NOTICE TO PAY RENT OR QUIT any time after the first day of the month irrespective of the existence of the late charges as set forth herein. If such notice is served after the <<pcGracePer>> of the month it may include the late charge (or NSF charge, if applicable) which charges, as set forth below, are payable as additional rent. Any time rent is paid after the tenth (10th) day of the month, for whatever reason, Resident agrees that payment must be in the form of a cashier's check or money order. Any time Management serves a THREE-DAY NOTICE TO PAY RENT OR QUIT, regardless of the date upon which the notice is served, Resident agrees that the payment called for by the notice must be in the form of a cashier's check or money order. Pursuant to California Civil Code Section 1719, if Resident passes a check on insufficient funds, Resident will be liable to Management for the amount of the check and a service charge of twenty-five (\$25.00) dollars for the first check passed on insufficient funds, and \$25.00 for each subsequent check passed on insufficient funds. Management may, at Management's discretion, require subsequent rental payments made by and/or on behalf of Resident to be made in the form of a cashier's check or money order, including the payment made to replace the unpaid check for a period determined by Management, not to exceed three months. It is Resident's responsibility to be certain that each payment is actually received by Management on or before its due date. The parties accordingly agree that, any time the rent for any given month is paid after the <<pcGracePer>> day of such month, including replacement funds to cover an insufficient funds payment (NSF), Resident will in that month pay to Management, as additional rent due, a late charge in the sum of seventy-five (\$75.00) dollars. The parties agree that this late charge is presumed to be the amount of damage sustained by late payment of rent. It would be impracticable or extremely difficult to fix the actual damage. This sum represents a reasonable endeavor by Management to estimate fair average compensation for any loss that may be sustained as a result of late payment of rent.

Resident Initials:

<<t1>> <<i1>> <<i2>> <<i3>> <<t4>> <<i5>>
<<ginit1>>
 <<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

4. **TERM:** The term of this Agreement is for <<schedLeaseTerm>> month(s), beginning on <<schedLeaseFromDt>> and ending on <<schedLeaseToDt>>, at which time this Agreement shall terminate without further notice. Any holding over by Resident after termination shall entitle Management to initiate legal proceedings to recover possession of Premises. A "month-to-month" tenancy subject to the terms and conditions of this Agreement shall be created only if Management accepts rent from Resident thereafter, and if so accepted, tenancy may be terminated by Resident after service upon Management of a written 30-day Notice of Termination. Except as prohibited by law, that month-to-month tenancy may be terminated by Management by service upon Resident of a 60-day Notice of Termination of Tenancy. However, Civil Code Section 1946.1 provides that "if any tenant or resident has resided in the dwelling for less than one year", Management may terminate the tenancy by service upon Resident of a written 30-day Notice.

For units subject to AB1482 just cause, Civil Code 1946.2(a) provides that "after a tenant has continuously and lawfully occupied a residential real property for 12 months, the owner of the residential real property shall not terminate the tenancy without just cause, which shall be stated in the written notice to terminate tenancy. If any additional adult tenants are added to the lease before an existing tenant has continuously and lawfully occupied the residential real property for 24 months, then this subdivision shall only apply if either of the following are satisfied: (1) all of the tenants have continuously and lawfully occupied the residential real property for 12 months or more; or (2) one or more tenants have continuously and lawfully occupied the residential real property for 24 months or more." "Just cause" to terminate the tenancy includes termination "if the owner, or their spouse, domestic partner, children, grandchildren, parents, or grandparents, unilaterally decides to occupy the residential real property."

5. **DELAY OF POSSESSION:** Resident understands that, for reasons beyond the control of Management, Management may not be able to provide occupancy to Resident on said commencement date (if, for example a former Resident of the Premises who has given notice to leave cancels the notice or fails to leave by the scheduled date). If, for any reason, Management is unable to provide occupancy to Resident by the scheduled commencement date, Resident's remedy in this event shall be limited to termination of this agreement and Resident shall in this event be entitled to a prompt refund of any monies paid. Management shall have no liability to Resident in this event other than the responsibility to promptly refund any monies paid.
6. **MOVE-IN FUNDS:** Resident shall pay to Management, before taking occupancy of the Premises, the sum of <<TotalDue>>. This amount is composed of the following sums: <<MoveInRent>> as rent and <<Deposit>> as security deposit. Management may require that this entire sum be paid in the form of cashier's check or money order. If Management accepts a personal or other non-certified check and said check is, for any reason whatsoever, returned unpaid by the bank upon which drawn, the entire amount shall immediately become due and payable and shall be considered rent so that Management may serve a Three Day Notice to Pay or Quit for the entire amount and, if Resident does not comply with said notice, Management may utilize unlawful detainer procedures to recover possession of the Premises and monetary damages from Resident. If Resident is required to pay six (6) month's rent in advance at move-in to satisfy the rental qualification requirements, that amount is reflected above.
7. **PRO-RATED RENT:** In the event that Resident takes occupancy of the Premises on any day other than the first day of the month, Resident shall pay the sum of <<ProrateRent>>, thirty days after taking occupancy of the Premises, as and for the pro-rated amount of rent to cover the period through the final day of the second month of occupancy. Commencing with the following month, a full month's rent shall be due each month on or before the first day of the month as set forth in Paragraph #2 above. In the event of a conflict between the amount set forth in this paragraph and the amount which an arithmetic computation would yield based upon the rental rate set forth in Paragraph #2 above divided by thirty with the result multiplied by the number of days in the pro-ration period, the amount determined by said arithmetic computation shall govern (i.e., if the amount set forth in this paragraph is computed incorrectly, any such arithmetic error shall not be binding – the amount owing shall be the amount resulting from a correct arithmetic computation of the pro-rate). In all instances where a pro-rated amount of rent is computed during this tenancy, a thirty-day month shall be assumed irrespective of the actual number of days in the month for which pro-ration is computed.
8. **CHECK CONVERSION AND ELECTRONIC SIGNATURE:** Resident understands that Management may covert any payments received into electronic funds transfer (EFT). Resident will not receive their original check back and Management will destroy the original check after 60 days. Resident and Management may enter into this Agreement by electronic means, although traditional hard copies with wet signatures may be used instead at the option of Management.

Resident Initials:

<<t1>> <<i11>> <<i12>> <<i13>> <<t14>> <<i15>>
<<ginit1>>
 <<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

9. **OCCUPANTS:** The Premises shall be occupied by the following named person(s):

Name: <<occName1>>, DOB: <<occDOB1>>	Name: <<occName2>>, DOB: <<occDOB2>>
Name: <<occName3>>, DOB: <<occDOB3>>	Name: <<occName4>>, DOB: <<occDOB4>>
Name: <<occName5>>, DOB: <<occDOB5>>	Name: <<occName6>>, DOB: <<occDOB6>>
Name: <<occName7>>, DOB: <<occDOB7>>	

Occupancy of the Premises shall be limited to those persons listed on the Rental Agreement. No other persons have permission to occupy the Premises unless such permission is in writing and signed by Management or its authorized agent. The acceptance of rent from any other individual shall be deemed to be the payment of rent on behalf of Resident named above, and shall not constitute permission for the person making the payment to occupy the Premises. Should any person not named above make any claim to right of possession of the Premises, any such person shall be deemed the guest or invitee of the named Resident and their claim to right of possession shall be denied. Any person named above in this Paragraph #8 who is not also named above as Resident and/or who is not a signatory to this Rental Agreement shall be deemed to occupy the Premises under the named Residents who are signatories to this agreement and shall thus be deemed the invitees of said named Residents. Accordingly, should any such individual not be named in any unlawful

detainer action to regain possession of the Premises, and should any such individual thereafter make a claim to right of possession of the Premises, that claim shall be denied on the basis that said individual is the invitee of the named Residents and does not have an independent claim to right of possession of the Premises. If the household composition changes such that the number of occupants exceeds the industry standard occupancy limit of, two persons per bedroom plus one, or a community specific occupancy limit, Resident agrees that such over-utilization shall be grounds for Management to terminate this Agreement, solely at the option of Management.

10. **SECURITY DEPOSIT:**

Collection: Resident shall pay to Management, as security, the sum of <<DEPOSIT>> prior to taking possession of the Premises. In most cases, a security deposit collected on or after July 1, 2024 may not exceed an amount equal to one month's rent.

Use of Security Deposit: Resident shall not use the security deposit to pay any month's rent. The security deposit shall be applied and accounted for in accordance with the provisions of California Civil Code section 1950.5 and any other applicable statutes. Management shall not be obligated to pay Resident interest in connection with such security unless required to do so by law. It is understood that the security deposit is applicable to all Residents jointly, and need not be accounted for until the permissible statutory period after such time as all Residents have vacated the Premises.

Disposition of Security Deposit at End of Tenancy: Except where longer time is allowed by law, within 21 calendar days after Resident has vacated the Premises, Management shall furnish Resident a copy of an itemized statement indicating the basis for, and the amount of, any security deposit received and the disposition of the security deposit and shall return any remaining portion of the security deposit to Resident.

California law provides that any remaining portion of the security deposit and itemized disposition shall be returned in the following manner unless Management and all Residents agree otherwise:

- i. In the case of multiple Residents, management shall return the remainder of the security deposit by a check made payable to all adult Residents on the Agreement at the time the tenancy terminates and furnish the itemized disposition by personal delivery or first-class mail, postage prepaid, to any one of the adult Residents chosen by Management. If a Resident terminates the tenancy pursuant to Section 1946.7, Management may return the security in a manner other than by check made payable to all adult Residents if the Resident who terminated the tenancy pursuant to Section 1946.7 requests refund in another manner. In the event that Management chooses to make the refund to any of the Residents individually (which need not be done until the statutory time has elapsed after all Residents have vacated the Premises), in legal contemplation the payment shall be deemed to have been made to all Residents and Management shall have no liability to any Resident for failure of any other Resident to equitably divide any such refund.

Resident Initials:

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<<ginit1>>	<<gl1>>	<<gl2>>			

PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

- ii. In the case of a single Resident on the Agreement who paid security or rental payments electronically, Management shall return the remainder of the security to the bank account or other financial institution designated by Resident and furnish the itemized disposition by personal delivery or first-class mail, postage pre-paid. In the event of a successor Landlord, the obligation to return the remainder of the security electronically shall apply only if the successor Landlord received rental payments electronically from the Resident.
- iii. In all other cases, Management shall return the remainder of the security deposit by a check made payable to all adult Residents on the Agreement at the time the tenancy terminates and furnish the itemized disposition by personal delivery or first-class mail, postage prepaid.

Security Deposit Refund Method: Any remaining portion of the security deposit shall be returned in the manner required by law except as otherwise mutually agreed in writing by all Residents and Management as indicated in separate written agreement.

- 11. **COMPLIANCE WITH APPLICABLE LAWS:** Resident agrees not to permit the Premises to be used for any purpose which violates local, state or federal law, or engage in any illegal acts upon the Premises or upon the grounds of the Premises or the community of which the Premises are a part. Resident shall not violate any Governmental law in the use of Premises, commit waste or nuisance, annoy, molest or interfere with any other resident or neighbor.
- 12. **SUBSIDIZED HOUSING / HOUSING AUTHORITY:** In all cases, when Resident is participating in a voucher program with the Housing Authority, the HUD Tenancy Addendum is incorporated by reference into the Rental Agreement.
- 13. **UNLAWFUL ACTIVITY:** Resident, Occupants and any guest or other persons under Resident's control shall not
 - (a) engage in criminal activity, including drug-related criminal activity, on or near 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).
 - (b) engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near Premises or Property.
 - (c) permit the Premises or Property to be used by any person for, or to facilitate, criminal activity, including drug-related criminal activity, engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near Premises and Property or otherwise.
 - (d) engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near Premises or Property.
 - (e) engage in any criminal activity on the Property, or any criminal activity or criminal threat, as defined in subdivision (a) of Section 422 of the Penal Code, on or off the Property, that is directed at any owner or agent of the owner of the Property, Resident, guest, vendor, or any other person.
 - (f) use the Premises for an unlawful purpose as described in paragraph (4) of Section 1161 of the Code of Civil Procedure.

A single violation of any of these provisions shall be deemed a serious and material violation of this Agreement. It is understood and agreed that a single violation shall be good cause for termination of this Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction but shall be by a preponderance of the evidence.

- 14. **COMPLIANCE WITH THE RULES:** House Rules are incorporated into and made part of this Agreement. Resident agrees to abide by said House Rules in all respects. House Rules may be changed upon thirty days' written notice and Resident hereby agrees to abide by any such changes. Failure to comply with the House Rules shall be deemed a breach of this Agreement.
- 15. **REPAIRS AND ALTERATIONS:** Except as provided by law, no repairs, decorating or alterations shall be done by Resident, without Management's prior written consent. Resident shall notify Management in writing of any repairs or alterations contemplated. Decorations include, but are not limited to, painting, wallpapering, hanging of murals or posters. Resident shall hold Management harmless as to any mechanics lien recordation or proceeding caused by Resident.

Resident Initials:

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<<ginit1>>
 <<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

16. **ACCEPTANCE OF THE PREMISES:** Resident 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.
17. **DUTY TO CLEAN AND VENTILATE:** Resident acknowledges that mold and mildew can grow in the Premises if the Premises is not properly maintained and ventilated. Resident agrees to regularly allow air to circulate in the Premises by using the bathroom fan and ceiling fan where available and regularly opening the windows and/or sliding doors where available. Resident also agrees to clean all toilets, sinks, countertops, showers, bathtubs and tile or vinyl floors with a household cleaner on at least a bi-weekly basis. Resident must notify Management immediately in writing whenever Resident learns of any condition which could lead to a build-up of moisture in Premises, and if Resident notices mold, mildew or other organic growth in the Premises.
18. **PETS AND LIQUID-FILLED FURNITURE:** Without Management's prior written permission, no bird or animal, no waterbeds or liquid filled furniture shall be kept or allowed in or about said Premises.
19. **GUESTS:** Any person not listed as an Occupant on this Agreement is a Guest. A Guest may not stay in the Premises for more than twenty-one (21) consecutive days, or a total of forty-two (42) days in a 12-month period without Management's written permission. At the discretion of Management, Guest(s) who overstay this limit may be required to go through the application process, and if approved may be required to sign a Rental Agreement. A Guest who has not signed a Rental Agreement is not a "tenant who has lawfully occupied the Premises" for the purpose of Civil Code 1946.2 and is not a "tenant" for the purpose of Civil Code Section 1947.12. Management may, at their discretion, decline to add an additional person to an existing Agreement. Resident is responsible for any violations of this Agreement by Resident or Resident's Guests. Any breach of this provision shall be deemed a material breach of this Agreement and grounds for immediate termination by Management.
20. **RESPONSIBILITY FOR DAMAGES:** Except as prohibited by law, Resident shall keep the Premises and furniture, furnishings and appliances, yard and landscaping, if any, and fixtures which are rented for Resident's exclusive use in good order and condition. Resident shall pay Management for costs to repair, replace or rebuild any portion of the Premises damaged by Resident, Resident's guests or invitees. Damage shall include physical damage and consequential damage such as the build-up of moisture, mold, mildew or other organic growth caused by the actions or the failure of Resident, Resident's guests or invitees to properly clean or allow air circulation as more fully described in the DUTY TO CLEAN & VENTILATE Paragraph. Resident's property is not insured by Management.
21. **UTILITIES:** Resident shall pay for all utilities, services and charges, if any, made payable by or predicated upon occupancy of Resident <<Provided_Uilities>>. In the event Resident fails to pay any utility charges which are to be paid by Resident, Management may at its option, pay such charges to retain continuing utility service. In the event that Management does so, any such charges may be billed to Resident by Management and said billing shall become due and payable, in full, as additional rent together with the regular monthly rental payment on the first day of the month following the date of such billing.
22. **SMOKING:** Smoking of any substance, including marijuana, is prohibited everywhere on the Property including in the Premises, unless Management has adopted a different policy that is attached as an addendum to this Agreement. Smoking includes use of e-cigarettes or vaping. The term "smoke" includes vapor from e-cigarettes or other vaping devices. Resident shall inform any guest(s) of this smoking prohibition. Resident shall promptly inform Management in writing of any incident where smoke is migrating into Resident's Premises from sources outside of Resident's Premises. Resident acknowledges that Management's adoption of this policy, does not make Management the guarantor of the Resident's health or of the smoke-free condition of the areas listed above. However, Management shall take reasonable steps to enforce this provision. Management shall not be required to take steps in response to smoking unless Management has actual knowledge or has been provided written notice. Management and Resident agree that other residents of the Property are the third-party beneficiaries of this provision. A resident may sue another resident to enforce this provision but does not have the right to evict another resident. Any lawsuit between residents regarding this provision shall not create a presumption that Management has breached this Agreement. A breach of this provision by the Resident shall be deemed a material breach of this Agreement and grounds for immediate termination of this Agreement by Management.
23. **RENTERS INSURANCE:** Resident agrees to obtain Renter's Insurance in an amount no less than \$100,000 general liability coverage with Prodesse Property Group listed as an interested party. It is strongly recommended that Resident also obtain coverage in an amount sufficient to cover any personal possessions of Resident together with a reasonable level of liability coverage for the actions of Resident or Resident's guests or invitees.

Resident Initials: <<t>> <<i1>> <<i2>> <<i3>> <<t4>> <<i5>>
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PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

24. **RECYCLING:** Management is required by state law to recycle as one of the first actions under the state's plan to reduce greenhouse gas emissions. In addition to providing recycle services to Residents, Management will provide recycling of organic waste (composting). Resident agrees to cooperate with Management's efforts to comply with recycling and composting laws and to sort recyclables and organic material from garbage if required. The amount of sorting required may vary by local waste hauler. Management will provide Resident with instructional material from the waste hauler and be available to provide additional information upon request.
25. **WATER CONSERVATION:** The State Water Resources Control Board prohibits all Californians from: washing down driveways and sidewalks; watering outdoor landscapes that cause excess runoff; using a hose to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle; and using potable water in a fountain or decorative water feature, unless the water is recirculated. Many local water boards have additional restrictions. Local information is available at <http://www.acwa.com/drought-response/>. Management may provide Resident's name and address to the local water agency for the purpose of notification and enforcement of water use restrictions. Nothing herein is deemed to be authorization of, or consent by Management to water usage that is not otherwise authorized by this Agreement. Resident shall be aware of and comply with local and state water use restrictions and promptly pay any fines or other costs occasioned by water use violations attributed to Resident's tenancy or the conduct of Resident, Resident's guest(s), or other invitees at the Premises, including any fines or costs levied against Management.
26. **MISSTATEMENTS ON APPLICATION:** Resident has completed an application in connection with securing this Rental Agreement. Management has relied upon the statements set forth in said application in deciding to rent the Premises to Resident. It is agreed that, should Management subsequently discover any misstatements of fact in Resident's application, any such misstatements shall be deemed a material and incurable breach of this Rental Agreement and shall entitle Management to serve Resident with a three-day notice terminating the tenancy.
27. **LIABILITY:** Management shall not be liable to Resident or to any guests or invitees of Resident for any damage or losses to person or property arising from any cause including, but not limited to, theft, burglary, assault, vandalism, fire, flood, water leaks, rain, hail, ice, snow, smoke, lightning, wind, explosion, interruption of utilities, earthquake, or any other cause not directly caused by the willful acts of Management. In addition, Management shall not be liable to Resident for any damage, loss, anxiety, or stress resulting from behavior of a neighbor resident, their guest or invitee, that is contrary to this agreement and as long as Management is aware of the offending behavior, and is making reasonable attempts to remedy the behavior. Resident acknowledges and accepts that Management is limited in its remedies by state and local laws such as AB1482 Tenant Protection Act of 2019.
28. **SUBORDINATION:** This Rental Agreement and all rights of Resident arising hereunder are expressly agreed to be subject and subordinate in all respects to the lien of any present or future mortgages which are or may be placed upon the property of Management or assigns of Management and to all other rights acquired by the holder of any such mortgage(s). As used herein, the term "mortgage" shall include deeds of trust or any similar security interest.
29. **SUCCESSORS IN INTEREST:** If the Property is sold or the ownership interest otherwise transferred, the successor in interest of Management shall be deemed the assignee of all rights arising hereunder, and shall be entitled to enforce the provisions of this Rental Agreement as against Resident. Nothing in this provision shall be construed as conflicting or superseding the foregoing subordination clause (Paragraph # 28 above) or as requiring a continuation of the tenancy in the event of a foreclosure or other involuntary transfer of ownership.
30. **SATELLITE DISH:** A satellite dish may be installed if it is one meter or less in diameter or a traditional stick antenna, is freestanding, does not extend beyond the balcony railing or patio line. Dish or antenna must be totally within the individual leased Premises. No dish or antenna may be installed anywhere on the property, including but not limited to, outside walls, windowsills, roofs, balconies, stairwells, or any other area except in such locations specifically identified by Management. No holes may be drilled in any exterior wall, roof, window, balcony railing or glass. Resident may not splice into any existing wires or cables, such as existing coaxial cable. Resident is not allowed to disconnect an existing system within the Premises or the Property. All wiring must be external. All guidelines regarding cleanliness of decks and patios must be adhered to when wiring. Resident hereby agrees to indemnify and hold Management harmless and accepts full responsibility for any personal or physical damage to Property or persons as a result of damage or injury caused by the dish or antenna. Resident is responsible for removal and disposal of the dish or antenna at the end of their tenancy.

Resident Initials:

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PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

31. **TIME IS OF THE ESSENCE:** Time is of the essence with respect to the provisions of the Rental Agreement. This provision shall be interpreted in its strictest sense irrespective of the relative hardship to the parties.
32. **ATTORNEY'S FEES:** If any legal action or proceeding shall be brought by either party to enforce any part of this agreement, <<Attorneys_Fees>>.
33. **DISCLOSURE REGARDING MANAGEMENT AND NOTICES:** Notice upon Owner or Management may be served upon: PRODESSE PROPERTY GROUP at: 655 Mariners Island Boulevard, Suite 301, San Mateo, CA 94404, telephone number (650) 578-9661. Said person is authorized to manage the Premises and accept legal service on behalf of Owner and Management. Any notice, which Management gives to Resident, shall be deemed properly served (whether or not actually received by Resident) if served in the manner prescribed in Code of Civil Procedure section 1162. If Management fails to serve the notice in accordance with the provisions of Code of Civil Procedure section 1162, but Resident actually receives the notice, the actual receipt shall be deemed to cure any defects in the manner of service and the notice shall be deemed properly and personally served. Service upon any Resident of the Premises shall be deemed valid service upon Resident – it is not necessary to individually serve each Resident.
34. **WAIVER:** The waiver of either party of any breach shall not be construed to be a continuing waiver of any subsequent breach. The receipt by Management of the rent with the knowledge of any violation of a covenant or condition hereto shall not be deemed a waiver of such breach. No waiver by either party of the provisions herein shall be deemed to have been made unless expressed in writing and signed by all parties to this Rental Agreement.
35. **ACCESS TO PREMISES AND PRIVACY:** Management or its agents or employees may enter the Premises: a) In case of emergency, or b) when Resident has abandoned or surrendered the Premises, or to make necessary inspections or agreed repairs, decorations, alternations, improvements, to supply necessary or agreed services, or to exhibit the dwelling unit to prospective or actual purchasers, lenders, residents, workmen or contractors, provided Resident is given reasonable notice of Management's intent to enter, with entrance during normal business hours (8:00 a.m. to 6:30 p.m., Monday through Saturday, except holidays). Twenty-four hours shall be presumed to be reasonable notice, in absence of evidence to the contrary. Management will maintain Resident's privacy to the best of Management's ability and will not give out personal information about Resident without Resident's written permission or unless legally required to do so. Management may use Resident's name, phone number and addresses in the course of providing services and managing the Premises and Resident hereby authorizes Management to do so. Management will not sell Resident's personal information. Management may, during the course of business photograph a deficiency, repair item, or habitability issue to use for documentation. Management will do it's best not to capture any Resident personal property in the photographs. Resident hereby provides Management permission to take such photographs.
36. **ENTRY AND COOPERATION:** California law allows Management to enter the Premises for certain purposes, generally during normal business hours. Management will provide written notice to Resident prior to entry of the Premises whenever required by law. Resident's refusal to allow Management to enter the Premises as allowed by law is a material breach of this Agreement and California Law and is cause for termination as provided herein and by law. If the Premises is required by any government agency, lender or insurer to undergo repairs or alterations, or in case of other necessary or agreed repairs, Resident agrees to cooperate fully with Management so that all such repairs or alterations are made in as expeditious and efficient a manner as possible. When necessary, service or repair requires preparations by Resident, Resident agrees to complete the necessary preparations as instructed by Management in advance of service or repair.
37. **SECURITY DEVICES:** Resident may not install any security devices (including, but not limited to, security cameras and video doorbells) that capture any images and/or sounds outside Resident's Premises without Management's prior written consent, which may be granted or withheld in Management's sole discretion.
38. **ASSIGNMENT AND SUBLETTING:** No portion of said Premises shall be sublet nor this agreement assigned. Any attempted subletting or assignment by Resident shall, at the election of Management, be an irremediable breach of this agreement. Resident may not advertise to rent or rent the Premises, or any portion of the Premises, on any website for any length of time.
39. **MEGAN'S LAW DATABASE:** Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

Resident Initials:

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<<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
RENTAL AGREEMENT
(CONTINUED)

40. **ATTACHMENTS / ADDENDA:** By initialing below, Resident acknowledges receipt of all the indicated attachments, copies of which are attached hereto by reference and are incorporated herein as though fully set forth at length.

House rules Addendum, Cleaning, Repair & Replacement Charge Guidelines, MoveIn/MoveOut Inspection Statement, Mold Addendum Notification, Pesticide Notice, Bed Bug Addendum,
<<addendaListSL6>><<addendaListSL1>><<addendaListSL2>><<addendaListSL3>><<addendaListSL4>><<addendaListSL5>>

41. **PROPOSITION 65 WARNING:** Pursuant to California Health & Safety Code 25249.5 and 25249.6, Management provides this warning notice to Resident and adult occupants in Premises:

Chemicals known to the State of California to cause cancer and birth defects or other reproductive harm.

Lead-based Paint

!! WARNING: Paint chips and dust from lead-containing paint on the property can expose you to lead, which is known to the State of California to cause cancer and birth defects or other reproductive harm. Talk to your Landlord or building manager about how and when you could be exposed to this chemical in your building. For additional information go to www.P65Warnings.ca.gov/apartments.

Plastic and Vinyl Items – Di(2-ethylhexyl)phthalate

!! WARNING: Plastic and vinyl items, such as flooring, mini-blinds, wallpaper, cables and coating on wires on this property can expose you to di(2-ethylhexyl)phthalate which is known to the State of California to cause cancer and birth defects or other reproductive harm. Talk to your Landlord or building manager about how and when you could be exposed to this chemical in your building. For additional information go to www.P65Warnings.ca.gov/apartments.

There may be other chemicals known to the State of California to cause cancer and birth defects or other reproductive harm on the Property and the Premises.

42. **WELFARE CHECK:** If during Resident's tenancy, Management becomes aware of a situation where Resident is suspected to be in medical distress, after exhausting all efforts to reach Resident and their emergency contact(s), Management may make an emergency entry into the Premises with law enforcement present to ascertain the health and wellbeing of Resident. Resident agrees to keep Management's records of contact information for themselves and their emergency contact(s) up to date to avoid this potential emergency entry.
43. **ENTIRE AGREEMENT:** This agreement, which includes all attachments referred to above, constitutes the entire Agreement between the parties and cannot be modified except in writing and signed by all parties. Neither Management, nor an agent or employee of Management has made any representations or promised other than those set forth herein.
44. **CREDIT REPORTING:** As required by law, you are hereby notified that a negative credit report reflecting on your credit history may be submitted to a credit-reporting agency if you fail to fulfill the terms of your credit obligations.
45. **PARAGRAPH HEADINGS:** The paragraph headings are inserted only for convenience and are not intended to define or limit the scope or intent of any clause.

SIGNATORIES:

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

ACCEPTED BY:

<<TLine>> <<TenFirstLast>>	<<TDL>> <<Tdate>>	<<LLine1>> <<LesseeName1>>	<<LDL1>> <<Ldate1>>
<<LLine2>> <<LesseeName2>>	<<LDL2>> <<Ldate2>>	<<LLine3>> <<LesseeName3>>	<<LDL3>> <<Ldate3>>
<<LLine4>> <<LesseeName4>>	<<LDL4>> <<Ldate4>>	<<LLine5>> <<LesseeName5>>	<<LDL5>> <<Ldate5>>
<<GLine1>> <<GFLName1>><<gtor1>>	<<GDL1>> <<GDate1>>	<<GLine2>> <<GFLName2>><<gtor2>>	<<GDL2>> <<Gdate2>>
<<TLine>> Prodesse Property Group	<<TDL>> <<Tdate>>		

**PRODESSE PROPERTY GROUP
HOUSE RULES ADDENDUM**

GENERAL

1. This agreement is an addendum and part of the Rental Agreement between Management and Resident.
2. New rules and regulations or amendments to these rules may be adopted by Management upon giving 30 days written notice to Resident. 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 resident rights. They will not be unequally enforced. Resident is responsible for the conduct of guests and the adherence to these rules and regulations at all times.

LOCK OUTS

1. Premises must have original locks and all keys must be returned. A fee of \$120.00 will be charged to replace door locks if keys are lost.
2. During normal business hours, Resident may contact Management for assistance. If staff is available at or near the Premises, Resident will be provided access to the Premises with proper identification at no charge to Resident. Management cannot guarantee staff will be available.
3. After normal business hours, but prior to 9:00 p.m., Resident may contact Management for assistance. If there is on-site staff at the Property and they are available, the on-site staff will provide access to Resident with proper identification and a \$50.00 lock-out fee will be charged to Resident. Management cannot guarantee on-site staff will be available.
4. After 9:00 p.m., no lock out service is provided.
5. In the event that Management cannot provide assistance, Resident may choose to contact a local locksmith at Resident's expense. The repair of any damages to the Premises caused by Resident or locksmith as well as the cost for duplication of keys shall be at Resident's expense. Alterations to the interior or exterior lock(s) on the Premises are not permitted. If a new lock is installed to remedy the lock out, Resident must furnish Management with a copy of the new key within 48 hours.

NOISE & CONDUCT

1. Resident shall not make or allow any disturbing noises in the Premises by Resident, family or guests, nor permit anything by such persons that will interfere with the rights, comforts or conveniences of other persons.
2. All musical instruments, television sets, stereos, radios, etc., are to be played at a volume that will not disturb other persons.
3. The activities and conduct of Resident, Occupants, and Resident's Guests, outside of the Premises on the Property or any recreation facilities must be reasonable at all times and not annoy or disturb other persons.
4. No lounging, visiting or loud talking that may be disturbing to other persons will be allowed on the Property between the hours of 10:00 p.m. and 8:00 a.m.

CLEANLINESS & TRASH

1. The Premises must be kept clean, sanitary and free from objectionable odors.
2. Resident shall assist Management in keeping the Property clean.
3. No littering of papers, cigarette butts or trash is allowed.
4. No trash or other materials may be accumulated which will cause a hazard or be in violation of any health, fire or safety ordinance or regulation.
5. Garbage is to be 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. Boxes must be broken down before being placed in the container. Resident shall be responsible at Resident's expense for hauling those items too large to fit in the trash container. Resident shall cooperate with any recycling or composting efforts put in place by Management to satisfy local laws.
6. Furniture must be kept inside the Premises. Unsightly items must be kept out of vision.
7. Resident personal property must be kept inside the Premises and shall not be left in any area of the Property including but not limited to hallways, walkways, entryways, driveways, parking spaces, and carport spaces.
8. Clothing, curtains, rugs, etc. shall not be shaken or hung outside of any window, ledge or balcony.

Resident Initials:

<<t1>>	<<i1>>	<<i2>>	<<i3>>	<<t4>>	<<i5>>
<<ginit1>>	<<gl1>>	<<gl2>>			

**PRODESSE PROPERTY GROUP
HOUSE RULES ADDENDUM
(CONTINUED)**

CLOTHESLINES/DRYING RACKS

If the Premises has a private patio, deck or balcony which is enclosed by a fence, railing or other structure, Resident is permitted to hang clothing, blankets or other laundry on the patio, deck or balcony subject to the following rules and conditions:

1. No clotheslines or drying racks may be affixed or attached in any manner to any portion of the building, fence, railing, wall, building support structure or light fixture.
2. Drying rack must be free standing and no higher than the patio, balcony or deck fence or railing.
3. Items must be removed from clotheslines and drying racks within 24hrs of putting on line or rack.
4. Drying racks may not block any entrance or exit, create a health or safety hazard, interfere with walkways or utility service equipment, or interfere with maintenance of the Property.
5. Clothes may not be draped over fence or balcony railings or hung from any building fixtures.
6. If the patio or balcony is not enclosed by a fence, railing or other structure, Resident is not permitted to hang clothing, blankets or other laundry on the patio, balcony or deck.

SAFETY

1. All doors must be locked during absence of Resident.
2. All appliances must be turned off before leaving the Premises.
3. When leaving for an extended period, Resident shall notify Management of how long Resident will be away.
4. If someone is to enter the Premises during Resident's absence, Resident shall give Management written permission beforehand to let any person in the Premises and/or provide the name of person or company entering.
5. Smoking is prohibited by law throughout the Property, including stairways, interior and exterior hallways, laundry rooms, elevators, recreation room, swimming pool and fitness areas, and mailbox area. If smoking is permitted inside the Premises, smoking in bed is always prohibited.
6. The use or storage of gasoline, cleaning solvent or other combustibles in the Premises, storage lockers, or anywhere on the Property is prohibited.
7. The use and storage of charcoal and liquefied petroleum gas (LPG) barbeques with a propane fuel container size greater than one-pound capacity are prohibited on balconies, patios and decks of any residential structure having more than two dwelling units. Where prohibited by local ordinance, all use and storage of charcoal and LPG barbeques is prohibited. Electric barbeques may be used. It is also prohibited to transport Propane containers greater than one-pound capacity inside the common building areas (i.e. enclosed interior stairways and elevators).
8. When a fire blanket has been provided in the Premises, Resident is responsible to keep the fire blanket in the same location throughout the tenancy. Resident is required to notify Management if the fire blanket is missing or has been used so a replacement blanket can be installed. Resident will be charged \$12.00 for a missing or used fire blanket.
9. No personal belongings, including bicycles, play equipment or other items may be placed in the halls, stairways or about the Property.
10. Residents are responsible for ensuring that all Occupants and Guests conduct themselves in a safe manner and comply with all community rules. Activities that create a risk of harm to persons or property are not permitted. Management may establish reasonable rules for the safe use of common areas and amenities.

MAINTENANCE, REPAIRS & ALTERATIONS

1. Resident shall advise Management, in writing, of any items requiring repair (dripping faucets, light switches, etc.). Notification should be immediate in an emergency, and for normal problems reported promptly during business hours. Repair requests should be made as soon as the defect is noted.
2. Repair requests should not be made directly to maintenance people or other such personnel.
3. Costs of repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Resident negligence or improper usage are the responsibility of Resident. Payment for corrective action must be paid by Resident on demand.
4. Resident shall make no alterations or improvements without the consent of Management. Any article attached to the woodwork, walls, floors or ceilings shall be the sole responsibility of Resident. Resident 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.
5. Resident shall not move or remove any large appliances provided by Management without written consent from Management. Resident shall not install or operate any additional refrigerators, freezers, washing machines, clothes dryers, portable dishwashers, air conditioners or other large appliance not provided by Management, without prior written consent from Management.

Resident Initials:

<<t1>> <<i1>> <<i2>> <<i3>> <<t4>> <<i5>>
<<ginit1>>
 <<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
HOUSE RULES ADDENDUM
(CONTINUED)

PARKING

Resident is assigned parking space/tag number: <<ricode_park>>. Resident acknowledges that Management retains the right to change Resident's parking space any time during Resident's tenancy with a thirty-day written notice to Resident. Parking in the driveways is prohibited. All guests must park on the public street. Vehicles parked on the Property must have current registration, be operable and in condition to operate safely on the highway, and be kept clean as to not appear abandoned. Vehicles may not be backed into carports or garages and may not be stored on the Property. Resident's assigned parking space may include a storage locker. Resident is responsible to secure the storage locker with Resident's own lock. Resident understands and agrees that repairing or washings of vehicles is strictly prohibited in the parking areas, parking spaces and any other area of the Property. Resident will park only the following vehicle(s) in the assigned parking space:

First Vehicle: <<appVehMake1>> <<appVehModel1>> <<appVehColor1>> <<appVehLic1>> <<appVehState1>>

Second Vehicle: <<appVehMake2>> <<appVehModel2>> <<appVehColor2>> <<appVehLic2>> <<appVehState2>>

LAUNDRY

Laundry facilities have been provided for convenience only. Heavy articles are not allowed in washing machines. MANAGEMENT ASSUMES NO RESPONSIBILITY FOR USE OF LAUNDRY EQUIPMENT.

ASBESTOS WARNING

The Premises may contain asbestos, a chemical known to the state of California to cause cancer and/or birth defects and other reproductive harm. These hazardous substances may be contained in some of the original building materials and in some of the products and materials used to maintain the Premises. Disturbance or damage to certain interior unit surfaces may increase the potential exposure to these substances.

(POSTED IN ACCORDANCE WITH PROPOSITION 65
CALIFORNIA HEALTH AND SAFETY CODE 25249.5 ET SEQ.)

1. Resident or their guests, employees and contractors shall not take or permit any action which in any way damages or disturbs the ceiling in the Premises or any part thereof, including without limitation: (i) piercing the surface of the ceiling by drilling or any other method; (ii) hanging plants or other objects from the ceiling; (iii) attaching any fixtures to the ceiling; (iv) allowing any objects to come in contact with the ceiling; (v) permitting water or any liquid, other than ordinary steam condensation, to come into contact with the ceiling; (vi) painting, cleaning, or undertaking any repairs of any portion of the ceiling; (vii) replacing light fixtures; (viii) undertaking any activity which results in building vibration which may cause damage to the ceiling.
2. Resident shall notify Manager immediately in writing (i) if there is any damage to or deterioration of the ceiling in the Premises or any portion thereof, including without limitation flaking, loose, cracking, hanging or dislodged material, water leaks, or stains in the ceiling, or (ii) upon the occurrence of any of the events described in Paragraph 1 above.
3. Resident or Resident's guests shall not use or keep in the Premises or cause to enter or remain in the Premises, any dangerous substances, including without limitation, materials identified as hazardous or toxic under any federal, state, or local laws or regulations and any other poisons, explosives, corrosive or radioactive materials.
4. For safety, each person must run water faucets for at least two seconds to clear the faucet of standing water prior to use.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing, and receipt of a duplicate original.
ACCEPTED BY:

<<TLine>> <<TenFirstLast>>	<<TDL>> <<Tdate>>	<<LLine1>> <<LesseeName1>>	<<LDL1>> <<Ldate1>>
<<LLine2>> <<LesseeName2>>	<<LDL2>> <<Ldate2>>	<<LLine3>> <<LesseeName3>>	<<LDL3>> <<Ldate3>>
<<LLine4>> <<LesseeName4>>	<<LDL4>> <<Ldate4>>	<<LLine5>> <<LesseeName5>>	<<LDL5>> <<Ldate5>>
<<GLine1>> <<GFLName1>><<gtor1>>	<<GDL1>> <<GDate1>>	<<GLine2>> <<GFLName2>><<gtor2>>	<<GDL2>> <<Gdate2>>
<<TLine>> Prodesse Property Group	<<TDL>> <<Tdate>>		

PRODESSE PROPERTY GROUP
MOVE-OUT CLEANING, REPAIR & REPLACEMENT CHARGES

Cleaning Charges

Resident is expected to clean the Premises before moving out and return the Premises to Management to the same level of cleanliness as it was upon move-in. If prior to moving out, Resident does not clean or does not clean to the appropriate level of cleanliness, Resident will be charged the actual cost incurred by Management for the cleaning of the Premises.

Painting Charges

Resident will be responsible for the actual costs to restore Premises to move-in condition accounting for normal wear and tear. The following schedule will be used to discount for wear and tear and determine Resident's portion of the cost.

Length of Stay	% of Cost Charged	Length of Stay	% of Cost Charged	Length of Stay	% of Cost Charged	Length of Stay	% of Cost Charged
0-6 months	95%	13-14 months	75%	21-22 months	55%	29-30 months	35%
7-8 months	90%	15-16 months	70%	23-24 months	50%	31-32 months	30%
9-10 months	85%	17-18 months	65%	25-26 months	45%	33-34 months	20%
11-12 months	80%	19-20 months	60%	27-28 months	40%	35-36 months	10%

Repair and Replacement Charges

When possible, Management will attempt to repair damaged items in the Premises prior to replacement. Resident will be responsible for the actual cost of the repair. If any items are missing or damaged to the point that they must be replaced when Resident moves out, Resident will be charged for the current cost of replacement, including labor and service charges. For items such as carpet and plank-flooring, Management will use a Lost Use Calculation Formula to determine Resident's portion of replacement cost.

According to state law:

Any security deposit shall be held by the landlord for the tenant who is party to the lease or agreement. The claim of a tenant to the security deposit shall be prior to the claim of any creditor for the landlord. (Civil Code Section 1950.5(d)). According to Civil Code Section 1950.5(b), the security deposit may be used by the Landlord for any purpose, including, but not limited to, any of the following:

1. The compensation of a landlord for a tenant's default in the payment of rent.
2. The repair of damages to the premises, exclusive of ordinary wear and tear, caused by the tenant or by a guest or licensee of the tenant.
3. The cleaning of the premises. Upon the termination of a tenancy, the tenant must clean the premises to the same level of cleanliness as at the start of the tenancy. This requirement, as amended, applies to tenancies that began after January 1, 2003.
4. To remedy future defaults by the tenant in any obligation under this rental agreement to restore, replace, or return personal property or appurtenances, exclusive of ordinary wear and tear, if the security deposit is authorized to be applied thereto by the rental agreement.

From the time of the initial inspection until termination of tenancy, the tenant may remedy the deficiencies identified in the initial inspection, in a manner consistent with the rights and obligations of the parties under the rental agreement, in order to avoid deductions from the security deposit.

The law allows the Landlord to use the security deposit for legal itemized deductions that are not corrected by the Resident prior to termination of tenancy or that were not identified due to the presence of Residents' possessions during the time of the initial inspection. It also allows the Landlord to use the security deposit to correct any damages that occur to the Premises and/or Property between the time of the initial inspection and the termination of the tenancy.

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

ACCEPTED BY:

<<TLine>>	<<TDL>>	<<LLine1>>	<<LDL1>>
<<TenFirstLast>>	<<Tdate>>	<<LesseeName1>>	<<Ldate1>>
<<LLine2>>	<<LDL2>>	<<LLine3>>	<<LDL3>>
<<LesseeName2>>	<<Ldate2>>	<<LesseeName3>>	<<Ldate3>>
<<LLine4>>	<<LDL4>>	<<LLine5>>	<<LDL5>>
<<LesseeName4>>	<<Ldate4>>	<<LesseeName5>>	<<Ldate5>>
<<GLine1>>	<<GDL1>>	<<GLine2>>	<<GDL2>>
<<GFLName1>><<gtor1>>	<<Gdate1>>	<<GFLName2>><<gtor2>>	<<Gdate2>>

<<TLine>>	<<TDL>>
Prodesse Property Group	<<Tdate>>

**PRODESSE PROPERTY GROUP
MOVE IN / MOVE OUT INSPECTION STATEMENT**

Resident(s): <<lesseelistwog>>
Premises: <<unitaddress>>

Date of Occupancy: <<schedLeaseFromDt>>
Security Deposit Amount: <<deposit>>

By initialing below, Resident acknowledges and accepts that the Move In/Move Out Inspection Statement as seen here on page 14 and on page 15, will be completed by Management and Resident on the day that Resident takes possession of the Premises. Resident also acknowledges that the Move In inspection may be conducted on a Mobile App and will become part of the Rental Agreement. Management may not provide Resident with keys to the Premises until Management and Resident have completed and signed the Move In/Move Inspection Statement. In the event that Resident fails to complete and sign the Move In inspection, Management and Resident hereby agree that the condition of the Premises was acceptable and that there was no damage to the Premises at the time of Resident's move in.

Resident Initials:

<<t1>> <<i11>> <<i12>> <<i13>> <<t14>> <<i15>>
<<ginit1>>
 <<gl1>> <<gl2>>

THE FOLLOWING SMOKE DETECTOR(S) AND CARBON MONOXIDE DETECTOR(S) PORTION OF THE MOVE IN / MOVE OUT INSPECTION STATEMENT AND THE MOVE-IN SECTION OF THE INSPECTION STATEMENT ON THE FOLLOWING PAGE SHALL BE COMPLETED BY MANAGEMENT AND RESIDENT ON THE DAY THAT RESIDENT TAKES POSSESSION OF THE PREMISES:

SMOKE DETECTOR(S)

1. The Premises are equipped with smoke detection device(s).
2. Resident acknowledges the smoke detector(s) was (were) tested and its operation explained by Management in the presence of Resident at the time of initial occupancy and the detector(s) in the Premises was (were) working properly at that time.
3. Resident shall perform the manufacturer's recommended test at least once each week to determine if the smoke detector(s) is (are) operating properly.
4. Initial ONLY IF BATTERY OPERATED: <<TL>> <<IL1>> <<IL2>> <<IL3>> <<IL4>> <<IL5>>
By initialing as provided, Resident understands that said smoke detector(s) and alarm is (are) a battery-operated unit and it shall be Resident's responsibility to:
 - A. Ensure that the battery is in operating condition at all times;
 - B. Replace the battery as needed (unless otherwise provided by law or if the detector includes a 10-year tamper proof or 10-year tamper resistant battery);
 - C. If, after replacing the battery, the smoke detector(s) does (do) not work, Resident agrees to inform Management immediately in writing; and
 - D. Resident hereby agrees to inform Management or Management's authorized agent immediately in writing of any defect, malfunction or failure of any detector(s).
5. If local law requires Management to test the smoke detector, Resident shall allow Management, or Management's agent, access to the Premises for that purpose.

CARBON MONOXIDE DETECTOR(S)

1. If the Premises contains gas burning appliances, the Premises may be equipped with a carbon monoxide detection device.
2. Initial ONLY IF CARBON MONOXIDE DETECTORS ARE PRESENT IN THE PREMISES: <<TL>> <<IL1>> <<IL2>> <<IL3>> <<IL4>> <<IL5>>
3. In the event that carbon monoxide detectors are present in the Premises, as noted by Resident's initials above, Resident acknowledges that the carbon monoxide detector was tested and its operation explained by Management in the presence of Resident at the time of initial occupancy and the detector in the Premises was working properly at that time.
4. Resident shall perform the manufacturer's recommended test at least once each week to determine if the carbon monoxide detector is operating properly.

Resident Initials:

<<t1>> <<i11>> <<i12>> <<i13>> <<t14>> <<i15>>
<<ginit1>>
 <<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
MOVE IN / MOVE OUT INSPECTION STATEMENT
(CONTINUED)

5. Initial ONLY IF BATTERY OPERATED: <<TL>> <<IL1>> <<IL2>> <<IL3>> <<IL4>> <<IL5>>
By initialing as provided, Resident understands that said carbon monoxide detector and alarm is a battery-operated unit and it shall be Resident's responsibility to:
- A. Ensure that the battery is in operating condition at all times;
 - B. Replace the battery as needed (unless otherwise provided by law or if the detector includes a 10-year tamper proof or 10-year tamper resistant battery);
 - C. If, after replacing the battery, the carbon monoxide detector does not work, Resident agrees to inform Management immediately in writing; and
 - D. Resident hereby agrees to inform Management or Management's authorized agent immediately in writing of any defect, malfunction or failure of any detector(s)
6. If local law requires Management to test the carbon monoxide detector, Resident shall allow Management, or Management's agent, access to the Premises for that purpose.

Resident Initials:

<<ginit1>>

<<t>> <<il1>> <<il2>> <<il3>> <<t4>> <<il5>>

<<gl1>> <<gl2>>

PRODESSE PROPERTY GROUP
MOVE IN / MOVE OUT INSPECTION STATEMENT
(CONTINUED)

Resident(s): <<lesseelistwog>>

Premises: <<unitaddress>>

KITCHEN	MOVE IN	MOVE OUT	DOORS	MOVE IN	MOVE OUT
MICROWAVE			Door Runners		
STOVE			Latches/Locks		
Burners			DRAPES/BLINDS		
Drip Pan Rings			Living Room		
Oven			Bedrooms		
Racks			Kitchen		
Broiler Pan			Dining Room		
Range Hood			ELECTRIC FIXTURES		
REFRIGERATOR			Light Fixtures		
DISHWASHER			Bulbs		
DISPOSAL			Switch Plates		
COUNTER AREA			CLOSETS		
Counter Top			Shelves		
Sink			Walls		
Drains			Doors		
Faucets			Other		
CABINETS			BATHROOMS		
MECHANICAL			MEDICINE CAB.		
Hot Water Heater			Shelves		
Furnace Unit			Doors		
Air-Conditioner			Mirror		
Air-Conditioner Filter			WALLS & TILE		
WALLS & CEILINGS			TUB & SHOWER		
Paint			Tub		
Paint			Shower Doors		
Paint			Shower Head		
			FIXTURES		
			Basin		
FLOORS			Drains		
Kitchen			Faucets		
Bathroom(s)			Counter Tops		
			Exhaust Fans		
CARPETS			Bowl		
Living Room			Towel Racks		
Bedrooms			Toilet Seat		
Hall			Soap Dish		
			PATIO/BALCONY		
WINDOWS			STORAGE AREA		
Glass			MISCELLANEOUS		
Screens			Keys		
Latches/Locks			Fire Blanket		
			TOTAL PROPERTY DAMAGES		\$

RESIDENT HEREBY ACCEPTS THE SUBJECT PREMISES TO BE IN GOOD CONDITION EXCEPT AS NOTED ABOVE.

MOVE-IN SIGNATURE:

MOVE-OUT SIGNATURE:

Resident Signature(s) Date

Resident Signature(s) Date

Resident Signature(s) Date

Resident Signature(s) Date

By: Prodesse Property Group Date

By: Prodesse Property Group Date

PRODESSE PROPERTY GROUP
TOXIC MOLD PROTECTION ACT & GENERAL MOLD NOTIFICATION ADDENDUM

THIS AGREEMENT is entered into on <<schedLeaseFromDt>> by and between Prodesse Property Group, "Management," and <<lesseelistwog>> "Resident". This agreement is an Addendum and is part of the Rental Agreement between Management and Resident. Resident is renting from Management the premises located at <<unitaddress>> "Premises".

IN CONSIDERATION OF THEIR MUTUAL PROMISES, THE PARTIES AGREE AS FOLLOWS:

TOXIC MOLD PROTECTION ACT

In accordance with the Toxic Mold Protection Act of 2001, Management is providing Resident with the attached four-page booklet titled, "Information on Dampness and Mold for Renters in California" published by the California Department of Public Health.

GENERAL MOLD NOTIFICATION

It is our goal to maintain the highest quality living environment for our residents. Therefore, know that Management has inspected the Premises prior to lease and knows of no damp or wet building materials and knows of no mold or mildew contamination. Resident is hereby notified that mold, however, can grow if the Premises are not properly maintained or ventilated. If moisture is allowed to accumulate in the Premises, it can cause mildew and mold to grow. It is important that Residents regularly allow air to circulate in the apartment. It is also important that Residents keep the interior of the unit clean and that they promptly notify Management of any leaks, moisture problems, and/or mold growth.

1. Resident agrees to keep the Premises free of dirt and debris that can harbor mold.
2. Resident agrees to immediately report to Management any water intrusion, such as plumbing leaks or drips.
3. Resident agrees to notify Management of overflows from bathroom, kitchen, or unit laundry facilities, especially in cases where the overflow may have permeated walls or cabinets.
4. Resident agrees to report to Management any significant mold growth on surfaces inside the Premises.
5. Resident agrees to allow Management to enter the Premises to inspect and make necessary repairs.
6. Resident agrees to use bathroom fans (if applicable) while showering or bathing and to report to Management any non-working fan.
7. Resident agrees to use exhaust fans whenever cooking, dishwashing, or cleaning.
8. Resident agrees to use all reasonable care to close all windows and other openings in the Premises when necessary to prevent outdoor water from penetrating into the Premises.
9. Resident agrees to clean and dry any visible moisture on windows, walls, and other surfaces, including personal property, as soon as reasonably possible. (Note: Mold or mildew can grow on damp surfaces within 24 to 48 hours.)
10. Resident agrees to notify Management of any problems with the air conditioning or heating systems that are discovered by Resident.
11. Resident agrees to indemnify and hold harmless Management from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys' fees that Management may sustain or incur as a result of the negligence of Resident or any guest or other person living in, occupying, or using the Premises.

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

ACCEPTED BY:

<<TLine>> <<TenFirstLast>>	<<TDL>> <<Tdate>>	<<LLine1>> <<LesseeName1>>	<<LDL1>> <<Ldate1>>
<<LLine2>> <<LesseeName2>>	<<LDL2>> <<LDate2>>	<<LLine3>> <<LesseeName3>>	<<LDL3>> <<Ldate3>>
<<LLine4>> <<LesseeName4>>	<<LDL4>> <<Ldate4>>	<<LLine5>> <<LesseeName5>>	<<LDL5>> <<Ldate5>>
<<GLine1>> <<GFLName1>><<gtor1>>	<<GDL1>> <<GDate1>>	<<GLine2>> <<GFLName2>><<gtor2>>	<<GDL2>> <<Gdate2>>
<<TLine>> Prodesse Property Group	<<TDL>> <<Tdate>>		

Information on Dampness and Mold for Renters in California

Main points:

- Living in damp or moldy buildings increases the chances of respiratory problems like asthma.
- The critical warning signs are visible mold, water damage, damp materials, or mold smell.
- Dampness is needed for mold to grow, so if you control the dampness, you control the mold.
- Dampness or mold indoors may make housing substandard, per the California Health & Safety Code.



This booklet describes the increased risks to health, including specific health issues, that may result from exposures to dampness or mold in buildings. This booklet was produced in January 2021 by the California Department of Public Health (CDPH) in accordance with the 2001 Toxic Mold Protection Act (HSC §26148)

Health Problems from Damp or Moldy Buildings

Living or working in damp or moldy buildings increases the risk of many harmful health problems, including:

- asthma attacks in people who already have asthma
- a new asthma diagnosis
- respiratory infections, such as bronchitis
- breathing symptoms, such as hay fever, sneezing, stuffy nose, sore throat, wheezing, breathing difficulty, or cough
- eczema or skin rash

Mold can affect people differently. How much a person is affected depends on how sensitive they are and on how much they are exposed. Damp or moldy buildings are linked to health problems in people even if they do not have allergies.

Signs of Dampness or Mold

Signs of dampness or mold that may cause health problems include:

- **visible mold** (regardless of color), such as on walls or ceilings, behind furniture or appliances, under carpets, or even hidden in areas not seen in the occupied areas of homes
- **mold odor**, noticed as an earthy, musty, or moldy smell
- **visible water damage**, such as water-stains or discoloration on walls or ceilings, peeling or bubbled paint, warped floors, or rotting wood
- **damp or moist materials**, including condensation on windows or walls

Any one of these signs indicates increased risks to health, and the more that any of them are present, the greater the risk of health problems. Tests that identify the types of mold or the amounts of mold in buildings are not useful in telling us about the health risks. This is *why CDPH does not recommend testing for mold, such as measuring mold spores in the air*



Causes of Building Dampness that Can Allow Mold to Grow

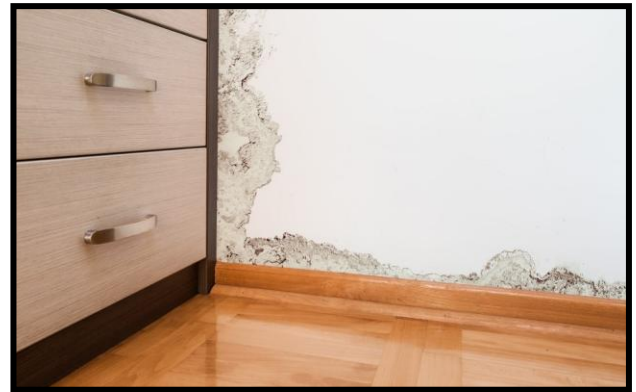
The dampness that is necessary for indoor mold to grow can come from either inside or outside a building.

Indoor sources include:

- leaking or burst water pipes, for instance under sinks inside walls
- not enough venting to the outside by open windows or exhaust fans in places where water is used or moisture is produced (for example, bathrooms, laundry areas, kitchens, and water heaters)
- condensation (water droplets) on cold surfaces, including windows

Outdoor sources include:

- water coming in through leaky roofs or poorly-sealed windows, or from flooding
- damp, exposed dirt in crawl spaces
- outdoor surfaces that slope and drain water toward a building, including from a downspout



Fixing Dampness and Mold Problems

The California Health & Safety Code (HSC §17920.3) says that when dampness or visible mold (or certain other conditions) in a home is a hazard to the health of occupants, the home is *substandard* and the property owner must fix the conditions. The Code excludes mold that is “minor and found on surfaces that accumulate moisture as part of their properly functioning and intended use.”

CDPH recommends fixing dampness and mold problems as follows:

- identifying and correcting the source of any water that may allow mold to grow
- rapid drying or removal of damp materials
- cleaning or removing mold and moldy materials as rapidly and safely as possible

Note: if a moldy area is simply bleached, cleaned, or painted over—without fixing the source of the dampness—the mold is likely to grow again.

Renters in California

The California Health & Safety Code requires property owners to provide a rental unit that is safe and healthy for the people living in it. Prospective renters should look for obvious conditions that show dampness or mold, and also less obvious signs like water leaks under the kitchen and bathroom sinks or moldy odor in a sealed-up home. Also look for conditions likely to cause future problems, like a bathroom that has no working vent fan or no window that opens, or a clothes dryer without an outside vent.

For renters who suspect there is dampness or mold:

1. Tell the property owner or manager. Early detection and correction of the dampness and mold problems can reduce the risks to your health and prevent the problem from getting worse.
2. If your property owner will not respond to your concerns in a reasonable amount of time, contact your local (city or county) code enforcement agency and ask for a code enforcement officer to inspect for violations. Many dampness or mold problems in rental homes are the responsibility of the property owner and must be addressed by them. However, a code enforcement officer may determine that dampness or mold in a building results from a tenant's actions or inactions—for instance, not using available bathroom ventilation during showers.
3. If the local inspector determines there is a violation, they can require the property owner to correct the problem.

Additional Resources

For general information on dampness and mold and a list of local code enforcement agencies, with a focus on dampness and mold, see www.cdph.ca.gov/iaq/mold. To see an animated video series, Mold in the Home, visit www.cdph.ca.gov/mold.

Property owners must provide a rental unit that is safe and healthy for the people living in it.

Tenants must notify property owners of any dampness or mold problems.



PRODESSE PROPERTY GROUP PESTICIDE NOTICE DISCLOSURE

THIS AGREEMENT is entered in on <<schedLeaseFromDt>>, by and between Prodesse Property Group, "Management," and <<lesseelistwog>> "Resident". This agreement is an Addendum and is part of the Rental Agreement between Management and Resident. Resident is renting from Management the premises located at <<unitaddress>>.

This is to inform you pesticides may have been applied in the past to the Premises and/or the apartment or building in which the Premises is located. California law requires that building owners and operators provide tenants with the following written notice concerning the application of pesticides:

CAUTION – PESTICIDES ARE TOXIC CHEMICALS. Structural Pest Control Operators are licensed and regulated by the Structural Pest Control Board, and apply pesticides which are registered and approved for the use by the California Department of food and Agriculture and the United States Environmental Protection Agency. Registration is granted when the state finds that based on existing scientific evidence, there are no appreciable risks if proper use conditions are followed or that the risks are outweighed by the benefits. The degree of risk depends upon the degree of exposure, so exposure should be minimized. If rodenticide ingestion occurs, you may experience symptoms of mild shock and or bleed anticoagulant reaction. If within 24 hours following application, you experience flu like symptoms, headaches, dizziness, nausea, tearing, coughing, nose and throat irritation or develop shortness of breath, double vision, unusual drowsiness and weakness, or tremors, contact your physician or Poison Control Center at (800) 986-4766 and the Property Manager immediately.

For further information contact any of the following:

Poison Control Center	(800) 986-4766
County Health Department	(408) 918-3400
Santa Clara County AG Commissioner	(408) 918-4600
Alameda County AG Department	(510) 670-5232
San Mateo County AG Department	(650) 363-4700
Contra Costa AG Department	(925) 646-5260
Structural Pest Control Board	(800) 737-8188, 1430 Howe Ave, Sacramento, California 95825

The following pesticides are commonly used for the extermination of pests and wildlife. One or more of these materials may be used in, on, or around the Premises. You may request specific information from Management about which pesticides are to be applied and when they are to be applied.

19-3-10/0.20% Dimension (Dithiopyr)	Drive XLR8 (Dimethylamine Salt of Quinclorac)	PHOSPHO-Jet (Mono-and di-potassium salts of Phosphorous Acid)
24-3-8 w/Dimension (Dithiopyr)	Dragnet (Permethrin) FMC	Pignx Caulking Gel Pigeon (Capsaicin)
565 Plus XLO (Pyrethrins, Allethrin, Piperonyl Butoxide, Technical)	Drax (Orthoboric Acid) Waterbury	Precor 2000 Plus (Methoprene) Zoecon
960 Vector Fruit Fly Trap (Acetic Acid)	Drione (Pyrethrins) Aventis	Precor Fogger (Methoprene) Zoecon
AC 90 (Chlorphacinone) Bell Labs	ECO Exempt Jet (2-Phenethyl Propionate+Rosemary Oil)	PT 565 (Pyrethrin) Whitmire
ACE-Jet (Acephate)	Espanlade 200 SC (Indaziflam)	Perma-Dust PT240 (Boric Acid) Whitmire
Advance 375A Select & Advance 360A Dual Choice Bait (Abamectin B1)	Esplanade EZ (Indaziflam, Diquatl Dibromide, Glyphosate, Isopropylamine Salt)	Premise 75 & Premise Foam (Imidacloprid)
Advance Cockroach Bait (Dinotefuran)	Essentria D (2-Phenylethyl Propionate, Eugenol, Soybean Oil)	Prentox ExciteR (Piperonyl Butoxide Technical Pyrethrins)
Advance Gel Bait (Boric Acid) Whitmire	Essentria G Wellmark International	Pro Control Fogger Plus (Pyrethrins/Cyfluthrin) Whitmire
Advance Granular Carpenter Any Bait (Abamectin B1)	Essentria IC3 (Rosemary Oil, Geraniol, Peppermint Oil)	Pro Control Plus (Pyrethrins/Cyfluthrin) Whitmire

Resident Initials:

<<ginit1>>

<<t1>> <<i11>> <<i12>> <<i13>> <<t14>> <<i15>>
<<gl1>> <<gl2>>

**PRODESSE PROPERTY GROUP
PESTICIDE NOTICE DISCLOSURE
(CONTINUED)**

Advance Liquid Ant Bait (Sodium Tetraborate Decahydrate (Borax))	Evergreen (Pyrethrins)	Pro Foam Platinum (Sulfates Disodium Lauroampho Diacetate)
Advion Ant Bait Arena (Indoxacarb)	Exciter (Pyrethrins, Piperonyl Butoxide)	ProCitra-DL (d-Limonene)
Advion Cockroach Bait Arena (Indoxacarb)	Exponent (Piperonyl Butoxide)	Prograss (Ethofumesate)
Advion Cockroach Gel Bait (Indoxacarb)	Foam Fighter (Dimethyl Silicone Fluid Elumision)	Prosecutor Pro (Glyphosate)
Advion Insect Granule (Indoxacarb)	Fumitoxin (Aluminum Phosphide) Pestcon Systems	Purge III (Pyrethrins)
Answer Pocket Gopher Bait (Diphacinone)	Fusilade II (Fluazifop-P butyl)	Pyronyl OR 3610 (Pyrethrin, PBO, N-octyl Bicycloheptene Dicarboximide)
	Gallery 75 DF (Isoxaban)	Quickstrike Fly Abatement Strip (Nithiazine)
	Garlon 4 Ultra (Triclopyr)	QuikPro (Glyphosate + Diquat dibromide)
AGRI-FOS (Mono-and di-potassium salts of Phosphorous Acid)	Gentrol (Hydroprene) Zoecon	Quintox Mouse Seed Place Pacc (Cholecalciferol)
Allure MD (Z-9, E-12-Tetradecadien-1-yl acetate)	Gentrol IGR Concentrate (S-Hydroprene)	Rat-Out Gel (Garlic Oil, White pepper)
Aldesan Microbiocide (Formaldehyde)	Gentrol Point Source Roach Control Device (S-Hydroprene)	Rejex-it (Methyl Anthranilate)
Alpine Dust Insecticide (Dinotefuran) BASF	Gopher Getter (Strychnine) Wilco	Resolv Soft Bait (Bromadiolone)
Alpine WSG Whitmire	Green Lawnger	Rodent Bait Oats (Chlorphacinone) King County
Alpine Flea with IGR (Dinotefuran, Pyriproxyfen, Prallethrin)	Harmonix (Pyrethrins) Bayer	RoundUp Custom (GLYPHOSATE, ISOPROPYLAMINE SALT)
PT 565 (Pyrethrin) Whitmire	Mole Patrol (Warfarin) Wilco	
Perme-Dust PT240 (Boric Acid) Whitmire	Rodent Bait Oats (Chlorphacinone) King County	Rozol Pocket Gopher Bait (Chlorphacinone-Liphadione)
Pro Control Fogger Plus (Pyrethrins/Cyfluthrin) Whitmire	ZP Tracking Powder (Zinc Phosphide) Bell Labs	Safari 20 SG (Dinotefuran)
Suspend SC (Deltamethrin) Aventis	ZP Zinc Phosphide) Bell Labs	SFM-75 (Sulfometuron Methyl)
Alpine Pressurized Fly Bait (Dinotefuran)	Headway G (Azoxystrobin)	Shatter (Hexaflumuron)
Altrset (Chlorantraniliprole)	Heritage (Azoxystrobin)	Siege PBS (Hydromethylnon)
Altosid Brisquets (S-Methoprene)	Hot Foot Gel (Polybutene)	Sledgehammer (Halosulfuron-methyl)
Arbor OTC (Oxytetracycline Hydrochloride)	IMA-Jet (Imidacloprid)	Sluggo (Iron Phosphate)
Archer (Pyriproxyfen)	Imped Rods (Anhydrous Disodium Octaborate)	Sluggo Leaf Life (Iron Phosphate)
Arena 0.25G (Clothianidin)	Invade Bio Foam (Ethyl Alcohol)	Snapshot (Trifluraline, isoxaben & isomers)
Arilon (Indoxacarb)	Invade Bio Cleaner (Citrus Oil)	SpeedZone Southern (Carfentrazone-ethyl, 2-4-D, 2-ethylhexyl ester, MCPP, Dicamba)
Avert Gel (2)(3) (Abamectin) Whitmire	Invite Fruit Fly Trap (Pheromone)	Steri-Fab (Isopropanol)
Avert 310 (Abamectin) Whitmire	Invite Multi Lure Oil (Grain Oil & Synthetic Pheromone)	Sureguard (Flumioxazin)
Avert Dry Flowable Cockroach Bait Formula 1 (Abamectin B1)	Kaput (Warfarin) Scimetrics	Suspend SC (Deltamethrin) Aventis

Resident Initials:

<<t1>> <<i1>> <<i2>> <<i3>> <<t4>> <<i5>>
 <<ginit1>>
 <<gl1>> <<gl2>>

**PRODESSE PROPERTY GROUP
PESTICIDE NOTICE DISCLOSURE
(CONTINUED)**

Avitrol Whole Corn (4-Aminopyridine)	Kaput D (Diphacinone)	Rozol Pocket Gopher Bait (Chlorophacinone-Liphadione)
Aza-Sol (Azadirachtin)	Landmark XP (Sulfometuron methyl+Chlorsulfuron)	Safari 20 SG (Dinotefuran)
Azatrol (Azadirachtin)	Larva Lur (Propoxur)	SFM-75 (Sulfometuron Methyl)
Bandit (Imidacloprid)	Lesco Hort Oil (Mineral Oil)	Suspend Polyzone (Deltamethrin) Bayer
Banner Maxx II (Propiconazole)	Lesco Three-Way (2,4-D, MECOPROP-p and DICAMBA)	Talon-G Rodent Bait Pac (Brodifacoum Technical)
Bedlam (3-Phenoxbenzyl)	Liqua-Tox II (Sodium Salt of Diphacinone)	Talpid (Bromethalin)
Bora-Care (Disodium Octaborate Tetrahydrate)	Maintain CF 125 (Methyl Ester Chloreflurenol, Flurecol-Methyl 1-2, 7-Dichloro-9-Hydroxyfluorene-9-Carboxylate)	Talstar EZ Granular (Bifenthrin) FMC
Borid (Boric Acid) Cline Buckner	Maxforce FC Ant Gel (Fipronil) Maxforce	Talstar Liquid (Bifenthrin) FMC
BP 100 or BP 300 (Pyrethrins) Whitmire	Maxforce FC Roach Gel (Fipronil) Maxforce	Taurus SC (Fipronil)
BTI Briquets (Bacillus Thuringiensis)	Maxforce Fly Spot Bait & Granular Bait (Imidacloprid)	Tempo Dust (Cyfluthrin) Bayer
Capstone (Aminopyralid, Triclopyr)	Maxforce Granules (Hydramethylnon) Maxforce	Tempo SC Ultra (Beta-Cyfluthrin)
Card-O-Vap 8 (Dichlorvos, DDVP)	Maxforce Impact (Clothianidin)	Temprid SC Insecticide (Imidacloprid/beta-Cyfluthrin) Bayer
CB 80 extra (Pyrethrins) Waterbury	Maxforce Quantum (Imidacloprid)	Terad3 Ag Blox & Pellets (Cholecalciferol)
CB D Foam Aerosol (Deltamethrin)	Merit 75 WSP (Imidacloprid)	Termidor Dry & Termidor Foam & Permidor SC & Termidor HE (Fipronil)
Chase Granular Mole Gopher Repellent (Castor Oil USP, Sodium Lauryl Sulfate)	Microcare 3% CS (Pyrethrins, Piperonyl Butoxide, Technical)	Tengard & Tengard SFR (Permethrin)
Chloropricrin	Microcare (Pyrethrins) Whitmire	Terro Ant Liquid Bait (Sodium Tetraborate Decahydrate)
Clean Air Purge III (Pyrethrins, Piperonyl Butoxide, Technical)	Milestone Spaciality (Aminopyralid)	Timbor (Disodium Octaborate Tetrahydrate)
CimeXa (Amorphous Silica Gel)	Mole Patrol (Warfarin) Wilco	Transport GHP (Bifenthrin Acetamidopred)
Cimi Shield - Soybean Oil	Mother Earth (Diatomaceous Earth) Whitmire	TREE-age (Emamectin Benzoate)

California law also requires persons exposed to substances (regulated under the Safe Drinking and Toxic Enforcement Act of 1986, commonly referred to as "Proposition 65", to be provided a clear and reasonable warning, as some of the pesticides listed above are chemicals regulated under Proposition 65. You are advised as follows:

WARNING: The area within the interior or exterior of the Premises may contain a substance known to the State of California to cause cancer, birth defects, or other reproductive harm.

Resident acknowledges having read the above disclosures and pesticide list and understands that any of the pesticides listed may have been used at, on or within the Premises in the past and may also be used at, on or within the Premises in the future.

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

ACCEPTED BY:

<<TLine>>	<<TDL>>	<<LLine1>>	<<LDL1>>
<<TenFirstLast>>	<<Tdate>>	<<LesseeName1>>	<<Ldate1>>
<<LLine2>>	<<LDL2>>	<<LLine3>>	<<LDL3>>
<<LesseeName2>>	<<Ldate2>>	<<LesseeName3>>	<<Ldate3>>
<<LLine4>>	<<LDL4>>	<<LLine5>>	<<LDL5>>
<<LesseeName4>>	<<Ldate4>>	<<LesseeName5>>	<<Ldate5>>
<<GLine1>>	<<GDL1>>	<<GLine2>>	<<GDL2>>
<<GFLName1>><<gtor1>>	<<GDate1>>	<<GFLName2>><<gtor2>>	<<Gdate2>>
<<TLine>>	<<TDL>>		
Prodesse Property Group	<<Tdate>>		

**PRODESSE PROPERTY GROUP
BED BUG ADDENDUM**

THIS AGREEMENT is entered in on <<schedLeaseFromDt>>, by and between Prodesse Property Group, "Management," and <<lesseelistwog>> "Resident". This agreement is an Addendum and is part of the Rental Agreement between Management and Resident. Resident is renting from Management the premises located at <<unitaddress>>

IN CONSIDERATION OF THEIR MUTUAL PROMISES, THE PARTIES AGREE AS FOLLOWS:

It is the goal of Management to maintain the highest quality living environment for all Residents. Management has inspected the Premises prior to occupancy by Resident and knows of no bed bug infestation. Resident has an important role in preventing and controlling bed bugs. While the presence of bed bugs is not always related to personal cleanliness or housekeeping, good housekeeping will help control the problem by identifying bed bugs, minimizing an infestation, and limiting its spread. It is important to underscore that travelers are mainly responsible for the transfer of bed bugs.

Information about bed bugs, pursuant to AB 551:

Bed Bug Appearance: Bed bugs have six legs. Adult bed bugs have flat bodies about ¼ of an inch in length. Their color can vary from red and brown to copper color. When a bed bug feeds its body swells, may lengthen and becomes bright red, sometime making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.

Life Cycle and Reproduction: An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day. Bed bugs grow to full adulthood in about 21 days.

Bed bugs can survive for months without feeding.

Bed bug bites: Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.

Common signs and symptoms of a possible bed bug infestation:

- Small red to reddish brown fecal spots on mattresses, box springs, bed frames, linens, upholstery, or walls.
- Molted bed bug skins, white, sticky eggs, or empty eggshells.
- Very heavily infested areas may have a characteristically sweet odor.
- Red, itchy bite marks, especially on legs, arms and on the body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them.

For more information, see the Internet Websites of the U.S. Environmental Protection Agency and the National Pest Management Association.

<http://www2.epa.gov/bedbugs>

<http://www.pestworld.org/all-things-bed-bugs/>

By initialing as provided, Resident represents that all furnishings and other personal property that will be moved into the Premises are free of bed bugs.

Resident Initials:

<<t1>> <<i11>> <<i12>> <<i13>> <<t14>> <<i15>>

Guarantor Initials

<<g11>> <<g12>>

Resident agrees to maintain the Premises in a manner that prevents the occurrence of a bed bug infestation in the premises. Resident agrees to uphold this responsibility in part by complying with the following list of responsibilities:

1. Resident shall check for hitch-hiking bed bugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes, and belongings for signs of bed bugs *before* you enter the Premises. Check backpacks, shoes, and clothing after visits to friends or family, theaters, or after using public transportation. After guests visit, inspect beds, bedding, and upholstered furniture.
2. Resident shall remove clutter. Bed bugs like dark, concealed places, such as in and around piles of clothing, shoes, stuffed animals, laundry, especially under the bed and in closets. Reducing clutter also makes it easier to carry out housekeeping.

Resident Initials:

<<t1>> <<i11>> <<i12>> <<i13>> <<t14>> <<i15>>

Guarantor Initials

<<g11>> <<g12>>

PRODESSE PROPERTY GROUP
BED BUG ADDENDUM
(CONTINUED)

3. Resident shall keep the Premises clean. Vacuum and dust regularly, particularly in the bedroom, being especially thorough around and under the bed, drapes, and furniture. Use a brush attachment to vacuum furniture legs, headboard, and in and around the nightstand. While cleaning, look for signs of bed bugs, and report these immediately.
4. Resident shall arrange furniture to minimize bed bug hiding places. If possible, keep beds and upholstered furniture several inches away from the walls. Bed bugs can jump as far as three inches.
5. Resident shall cover mattresses and box springs with zippered covers that are impermeable to bed bugs. These are relatively inexpensive, and can prevent bed bugs from getting inside the mattress, their favorite nesting spot. The covers will also prevent any bugs inside from getting out; they will eventually die inside the sealed cover (though this may take many months). Thicker covers will last longer.
6. Resident shall avoid using appliances, electronics and furnishings that have not been thoroughly inspected for the presence of bed bugs. Make sure that the electronics, appliance, or furniture company has established procedures for the inspection and identification of bed bugs or other pests. This process should include inspection of trucks used to transport appliances, electronics, or furniture. Never accept an item that shows signs of bed bugs. Never take discarded items from the curbside.
7. Resident shall report any problems immediately. Specifically, Resident shall:
 1. Report any signs of bed bugs immediately. Do not wait. Even a few bugs can rapidly multiply to create a major infestation that can spread from the Premises to adjacent property.
 2. Report any maintenance needs immediately. Bed bugs like cracks, crevices, holes, and other openings. Request that all openings be sealed to prevent the movement of bed bugs from room to room.
8. Resident shall cooperate with pest control efforts. If the Premises (or neighboring property) is infested with bed bugs, a pest management professional may be called in to apply pesticides. The treatment is more likely to be effective if the Premises is properly prepared. Resident will be given written instructions from the pest management professional and agrees to comply with their recommendations and all preparations necessary for treatment.

Resident agrees to reimburse Management for all bed bug related expenses including but not limited to attorney's fees and pest management fees that Management may incur as a result of an infestation of bed bugs in the Premises.

Resident agrees to indemnify and hold Management harmless from any actions, claims, losses, damages, and expenses, including, but not limited to, attorneys' fees that Management may sustain or incur as a result of the negligence of Resident or any guest or other person living in, occupying, or using the Premises.

It is acknowledged that Management shall not be liable for any loss of Resident's personal property as a result of an infestation of bed bugs. Resident further agrees that Resident's sole remedy to cover such losses shall be from personal property insurance purchased and maintained by Resident.

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

ACCEPTED BY:

<<TLine>> <<TenFirstLast>>	<<TDL>> <<Tdate>>	<<LLine1>> <<LesseeName1>>	<<LDL1>> <<Ldate1>>
<<LLine2>> <<LesseeName2>>	<<LDL2>> <<Ldate2>>	<<LLine3>> <<LesseeName3>>	<<LDL3>> <<Ldate3>>
<<LLine4>> <<LesseeName4>>	<<LDL4>> <<Ldate4>>	<<LLine5>> <<LesseeName5>>	<<LDL5>> <<Ldate5>>
<<GLine1>> <<GFLName1>><<gtor1>>	<<GDL1>> <<GDate1>>	<<GLine2>> <<GFLName2>><<gtor2>>	<<GDL2>> <<Gdate2>>
<<TLine>> Prodesse Property Group	<<TDL>> <<Tdate>>		

Property Name: **Canada Vista**
Prepared By: Linly Smith
As of: 7/28/2026

Q4: JUL 2025 - JUN 2026								
		Notes/Assumptions	FY 2025-26 Q4 YTD BUDGET	FY 2025-26 Q4 YTD ACTUAL	\$ Variance 2025-26 ACTUAL to BUDGET	% Variance 2025-26 ACTUAL to BUDGET	2025-26 BUDGET	% OF ANNUAL BUDGET
INCOME								
	Total Rental Income	Rents minus Vacancy	\$ 1,124,290.92	\$ 1,125,817.24	\$ 1,526.32	0.1%	\$ 1,124,290.92	100%
	Total Other Income	Application Fees + Rent Reporting	\$ 852.00	\$ 1,293.75	\$ 65.65	7.7%	\$ 852.00	152%
	Total Miscellaneous Income	Club House Rental, Deposit Forfeits	\$ 14,100.00	\$ 15,798.77	\$ (550.00)	-3.9%	\$ 14,100.00	112%
	Total GROSS INCOME		\$ 1,139,242.92	\$ 1,142,909.76	\$ 1,041.97	0.1%	\$ 1,139,242.92	100%
OPERATING EXPENSES								
Controllable	Total Staff Costs	Resident Manager	\$ 11,566.06	\$ 10,473.29	\$ 1,092.77	9.4%	\$ 11,566.06	91%
	Total Contract Services	Janit, Landscaping, Pest, Res. Maint.	\$ 72,224.00	\$ 84,993.97	\$ (12,769.97)	-17.7%	\$ 72,224.00	118%
	Total Utilities	P G & E, Water, Sewer, Garbage	\$ 116,500.00	\$ 124,964.13	\$ (8,464.13)	-7.3%	\$ 116,500.00	107%
	Total Repairs & Maintenance	Plumb., Light., FLS, Allpaine, Elec.	\$ 73,250.00	\$ 61,693.36	\$ 11,556.64	15.8%	\$ 73,250.00	84%
	Total Turnover Repairs & Maintenance	Turnovers Only	\$ 45,000.00	\$ 71,316.77	\$ (26,316.77)	-58.5%	\$ 45,000.00	158%
	Total Marketing	Resident Relations, Town Hall	\$ 1,000.00	\$ 64.20	\$ 935.80	93.6%	\$ 1,000.00	6%
	Total Administrative Expenses	Bank Fees, Software, Credit Checks	\$ 19,676.30	\$ 24,362.23	\$ (4,685.93)	-23.8%	\$ 19,676.30	124%
NON-Controllable	Total Management Fees	Flat Fee	\$ 68,400.00	\$ 68,400.00	\$ -	0.0%	\$ 68,400.00	100%
	Total Insurance Expense	Direct from District	\$ 75,000.00	\$ 71,485.36	\$ 3,514.64	4.7%	\$ 75,000.00	95%
	Total OPERATING EXPENSE		\$ 482,616.36	\$ 517,753.31	\$ (35,136.95)	-7.3%	\$ 482,616.36	107%
	NET OPERATING INCOME		\$ 656,626.56	\$ 625,156.45	\$ (31,470.11)	-4.8%	\$ 656,626.56	95%
Other Incomes & Expenses								
	Total Non Routine Maintenance & Replacements		\$ 179,825.00	\$ 179,707.11	\$ 117.89	0.1%	\$ 179,825.00	100%
	Total Owner/Partnership Expense		\$ 2,228.00	\$ 1,600.00	\$ 628.00	28.2%	\$ 2,228.00	72%
	NET CASH FLOW		\$ 474,573.56	\$ 443,849.34	\$ (30,724.22)	-6.5%	\$ 474,573.56	94%

Transfer to Capital Reserve

\$ 443,849.34
\$0.00

\$ 474,573.56
\$0.00

Canada Vista FY 25-26 Q4 YTD Financial Summary Analysis

Occupancy: 7/1 = 100%, 9/30 = 95%; 12/31 = 98.33%; 3/31 = 96.67%; 6/30 = 95%

Canada Vista is tracking slightly above budget on revenue, but elevated operating and turnover-related costs have compressed net operating income (NOI) and cash flow year-to-date. Despite expense pressures, the property continues to generate strong gross income and remains well positioned relative to the annual budget, with 100% of annual gross revenue achieved by Q4.

Income Performance

Gross Income

- Total Gross Income: \$1,14,909.76, exceeding budget by \$3,666.84 (+0.3%)
- % of Annual Budget Earned: 100%, aligned with Q4 timing expectations

Drivers:

- **Rental Income (Rent net of vacancy):**
 - Actual: \$1,125,817.24 vs. Budget: \$1,124,290.92 = Variance: +\$1,526.32 (+0.1%)
 - 100% of annual rent budget collected
- **Other Income (Application fees, Rent Reporting):**
 - Actual exceeds budget by 152%, reflecting stronger-than-anticipated ancillary income generation
- **Miscellaneous Income (clubhouse rental, deposit forfeits):**
 - Actual exceeds budget by 112%, reflecting stronger-than-anticipated ancillary income generation
 - Club House – Under budget by \$9,778.77 or 18.5%
 - Deposit Forfeiture – Exceeded budget by \$3,920 or 186.7%

Key Takeaway:

Occupancy and rent collections remain solid, complimented by ancillary income performing positively resulting in favorable Gross Income YTD.

Operating Expenses

Total Operating Expense

- Actual: \$517,753.31 vs. Budget: \$482,616.36
- Unfavorable Variance: \$35,136.95 (7.3%)
- 107% of annual operating budget spent by Q4, vs 84.3% in Q3

Key Expense Drivers

Over Budget Categories

- **Contract Services:**
 - \$12,769.97 (17.7%) over budget due to additional maintenance services request provided to residents, including hauling of misc. items.
- **Utilities:**
 - \$8,464.13 (7.3%) over budget
 - Main contributors to overage were Electricity-\$1,876, Sewer-\$3,237, and FMO Hauling Debris B103 for \$2,500
 - Also recorded \$390 for hauling of misc. items left by dumpster.
- **Turnover Repairs & Maintenance:**
 - \$26,316.77 over budget (58.5% variance); 158% of annual budget.
 - Primary driver of unfavorable expense performance 12 move outs vs 6 anticipated
 - Budgeted 5 Turnover paints at \$3500; recorded 11 turnover paint jobs at \$4,491 including kitchen cabinets, recording a \$31K variance in paint labor.
 - Contract Cleaning affected by extra turnover recording \$2,052.05 (97.7%) over budgeted amount from 9 unit cleans
 - Unit Maintenance was also affected by the extra turnovers we encountered, recording \$1,393.34 over the budgeted expense of \$12k.
- **Administrative Expenses:**
 - \$4,685.96 (23.8%) over budget (bank fees, software, credit checks)
 - Computer Software supplies \$1,682.48 (46.7%) over mainly due to Entrata and Real Page monthly fees
 - Telephone over budget by \$5,280.61 (55%). Includes a catchup payment from June 2025 and item was underbudgeted by \$600/mo. AT&T \$1,340/ monthly effective 10/2025

Under Budget Categories

- **Staff Costs:**
 - 9.4% under budget, reflecting staffing gap on turnover
- **Repairs & Maintenance (non-turnover):**
 - 15.8% under budget – stemming from unused HVAC and drywall repairs.
- **Marketing**
 - 93.6% under budget due to no resident/town hall funds spent
- **Insurance:**
 - 4.7% slightly under budget

Key Takeaway:

Turnover-related work and service contracts are impacting expense control and should remain a key operational focus for the upcoming year.

Net Operating Income (NOI)

- Actual NOI: \$625,156.45 vs. Budget NOI: \$656,626.58
- Unfavorable Variance: \$31,470.13 (4.8%)
- 95% of Q4 NOI budget achieved vs 67.6% as of Q3

Other Expenses & Cash Flow

Non-Routine Maintenance & Replacements

- Actual: \$179,707.11 vs. Budget: \$179,825.00
- 100% in line with annual budgeted amount

Net Cash Flow

- Actual: \$443,849.37 vs. Budget: \$474,573.56
- Unfavorable Variance: \$30,724.22 (6.5%)
- 94% of annual budgeted cash flow generated vs 68.7% at Q3.

Summary

Canada Vista is financially stable with strong revenue performance, but expense overruns, driven primarily by turnover maintenance and service contracts are impacting NOI and cash flow. For the upcoming fiscal year we recommend prioritized expense control, and closer alignment of vacancy/turnover budget to YTD actuals to fully achieve budget expectations.



Property Name: College Vista
 Prepared By: Linly Smith
 As of: 7/28/2026

Q4: JUL 2025 - JUL 2026								
		Notes/Assumptions	2025-26 BUDGET	2025-26 PROJECTED ACTUAL	\$ Variance 2025-26 ACTUAL to BUDGET	% Variance 2025-26 ACTUAL to BUDGET	2025 -26 BUDGET	% OF ANNUAL BUDGET
INCOME								
	Total Rental Income	Rents minus Vacancy	\$ 791,355.18	\$ 781,406.94	\$ (9,948.24)	-1.3%	\$ 791,355.18	99%
	Total Other Income	Application Fees + Rent Reporting	\$ 441.92	\$ 623.95	\$ 182.03	41.2%	\$ 441.92	141%
	Total Miscellaneous Income	Club House Rental; Deposit Forfeits	\$ 2,300.00	\$ 2,025.00	\$ (275.00)	-12.0%	\$ 2,300.00	88%
	Total GROSS INCOME		\$ 794,097.10	\$ 784,055.89	\$ (10,041.21)	-1.3%	\$ 794,097.10	99%
OPERATING EXPENSES								
	Total Staff Costs	Resident Manager	\$ 11,566.06	\$ 12,267.89	\$ (701.83)	-6.1%	\$ 11,566.06	106%
	Total Contract Services	Janit, Landscaping, Pest, Res. Maint.	\$ 58,364.00	\$ 57,216.74	\$ 1,147.26	2.0%	\$ 58,364.00	98%
	Total Utilities	PG & E, Water, Sewer, Garbage	\$ 122,320.00	\$ 108,866.64	\$ 13,453.36	11.0%	\$ 122,320.00	89%
	Total Repairs & Maintenance	Plumb., Light., FLS, Appliance, Elec.	\$ 52,750.00	\$ 63,612.84	\$ (10,862.84)	-20.6%	\$ 52,750.00	121%
	Total Turnover Repairs & Maintenance	Turnovers Only	\$ 25,140.00	\$ 33,841.41	\$ (8,701.41)	-34.6%	\$ 25,140.00	135%
	Total Marketing	Resident Relations, Town Hall	\$ 750.00	\$ 29.10	\$ 720.90	96.1%	\$ 750.00	4%
	Total Administrative Expenses	Bank Fees, Software, Credit Cecks	\$ 13,294.20	\$ 8,806.26	\$ 4,487.94	33.8%	\$ 13,294.20	66%
	Total Management Fees	Flat Rate	\$ 50,160.00	\$ 50,160.00	\$ -	0.0%	\$ 50,160.00	100%
	Total Insurance Expense	Direct from District	\$ 30,000.00	\$ 30,027.92	\$ (27.92)	-0.1%	\$ 30,000.00	100%
	Total OPERATING EXPENSE		\$ 364,344.26	\$ 364,828.80	\$ (484.54)	-0.1%	\$ 364,344.26	100%
	NET OPERATING INCOME		\$ 429,752.84	\$ 419,227.09	\$ (10,525.75)	-2.4%	\$ 429,752.84	98%
Other Incomes & Expenses								
	Total Non Routine Maintenance & Replacements		\$ 691,280.00	\$ 587,774.31	\$ 103,505.69	15.0%	\$ 691,280.00	85%
	Total Owner/Partnership Expense		\$ 27,213.00	\$ 10,800.00	\$ 16,413.00	60.3%	\$ 27,213.00	40%
	NET CASH FLOW		\$ (288,740.16)	\$ (179,347.22)	\$ 109,392.94	-37.9%	\$ (288,740.16)	62%
Transfer to Capital Reserve				\$ (179,347.22)			\$ (288,740.16)	
				\$ -			\$ 0.00	

College Vista FY 25-26 Q4 YTD Financial Summary Analysis

Occupancy: 7/1 = 97.7%; 9/30 = 100%; 12/31 = 95.5%; 3/31 = 97.73%; 6/30 = 100%

College Vista is modestly under budget on Gross income and has maintained strong overall operating expense control. Therefore, NOI is lined up at 98% to budget YTD. A distinguishing factor this year is the significant level of non-routine maintenance and replacement spending, which has driven a negative net cash flow position, though still better than YTD budget by 38%. Overall financial performance reflects disciplined operating control alongside elevated capital and non-routine investment activity.

Income Performance

Gross Income

- Total Gross Income: \$784,055.89 vs. Budget: \$794,097.10
- Unfavorable Variance: \$10,041.21 (1.3%)
- 99% of annual gross income budget earned by Q4

Income Components

- **Rental Income (net of vacancy):**
 - Actual: \$781,406.94 vs. Budget: \$791,355.18 = Negative Variance: \$9,948.24 (1.3%)
 - 99 % of annual rent budget achieved
- **Other Income (application fees, rent reporting):**
 - \$623.95 actual vs. \$441.92 budget
 - 41.2% favorable variance, exceeding year budget at 141%
- **Miscellaneous Income (clubhouse rental, deposit forfeits):**
 - 12.0% under budget and 88% of annual budget
 - Club House Rentals – Under budget by \$675 or 51.9%
 - Deposit Forfeiture – Exceeded budget by \$400 or 40%

Key Takeaway:

Rental income well performing at 99% YTD budget. Ancillary and miscellaneous income streams did not overperform vs anticipated budget.

Operating Expenses

Total Operating Expense

- Actual: \$364,828.80 vs. Budget: \$364,344.26
- Unfavorable Variance: \$484.54 (+0.1%)
- 100% of annual operating budget in line with budget

Key Line-Item Highlights

Favorable to Budget

- **Contract Services:** \$1,147.26 under budget (2%)
- **Utilities:** \$13,453.36 under budget (11.0%), Savings mainly due to Electric \$2,105, Gas \$4,789, Water \$5,836.
- **Marketing:** 96.1% under budget due to savings in resident relations/town hall
- **Administrative Expenses:** 33.8% under budget, indicating cost saving in office supplies, training/uniform expenses. \$2k in professional services unused to date, Telephone \$2,084.

Unfavorable to Budget

- **Staff Costs:** Slightly over budget by \$701.83 (106%) mainly due to payroll taxes and service fees
- **Repairs & Maintenance (non-turnover):** Over budget by \$10,863 (20.6%) Q4 YTD
 - Electrical Repairs \$5,012 repaired common area hallways and wall lights and ballasts on building exteriors in 12/2025
 - Fire Protection Service and Repair \$8,779 mainly due to \$5,369 service for 3403 and 3405 phone lines at unit 3405-104 and 3403-201 in 12/2025, Fire sprinkler service agreement from 10/2025 and multiple service calls by vendor for smoke detector advisory – Siemens.
 - Lighting \$1,430 for fixture replacements as needed,
 - Plumbing Repairs \$6,318 for multiple service calls ranging from angle stop replacements, kitchen faucet leak and replacements, water heater valve replacements, backflow testing.
- **Turnover Repairs & Maintenance:**
 - \$33,841.41 actual vs. \$25,140 budget, 34.6% over budget
 - FY 25-26 budgeted for 4 turnovers vs. 6 move outs completed.
 - Unit maintenance \$2,854 due to turning 6 units vs 4 budgeted, paint contract \$9,200 due to 6 completed average \$3,533 each
- **Insurance:** Tracking at the annual budget level by \$28 over YTD

Key Takeaway:

Core operating expenses are well managed overall. Higher than anticipated turnover costs and plumbing repairs should be closely managed in the upcoming fiscal year.

Net Operating Income (NOI)

- Actual NOI: \$419,227.09 vs. Budget NOI: \$429,752.84
- Unfavorable Variance: \$10,525.75 (-2.4%)
- 98% of annual budgeted NOI achieved in Q4 vs 69.9% in Q3

Summary:

NOI is on budget at 98% with only a minor shortfall driven by slightly lower rental income as total operating expenses came in 100% to budget in Q4.

Other Expenses & Cash Flow**Non-Routine Maintenance & Replacements**

- Actual: \$587,774.31 vs. Budget: \$691,280.00
- Favorable Variance: \$103,505.69
- 85% of annual non-routine budget spent YTD
- Savings reflected in the following areas: \$23.6k-cabinets remodel – budgeted for 4 and completed 3 to date, \$1500-doors, \$15k-fire life safety repairs, \$6k-tree trimming savings, \$55k-roof unused, Vinyl flooring \$3,671 and Washer/Dryer \$4,621 savings
- Overage reflected in: \$577-carpet, \$913 dishwashers, \$2,825-ranges, \$3,646-refrigerators.

This category is a significant financial driver of College Vista's overall cash position and reflects substantial reinvestment into the asset.

Net Cash Flow

- Actual: -\$179,347.22 vs. Budget: -\$288,740.16
- Favorable Variance: \$109,393 (37.9%)
- Net cash flow is negative but substantially better than budget due to lower-than-planned non-routine expenses

Summary

College Vista is operationally well managed with steady revenue and well managed overall expenses. The property's negative net cash flow is expected and driven by substantial non-routine maintenance reinvestment into the asset itself. The property finished the year overall \$109K ahead of net cash flow which will turn around in the upcoming fiscal year with major projects completed.



Property Name: COLLEGE RIDGE
 Prepared By: Linly Smith
 As of: 7/28/2026

Q4: JUL 2025 - JUN 2026								
		Notes/Assumptions	FY 2025-26 Q4 YTD BUDGET	FY 2025-26 Q4 YTD ACTUAL	\$ Variance 2025-26 ACTUAL to BUDGET	% Variance 2025-26 ACTUAL to BUDGET	2025-26 BUDGET	% OF ANNUAL BUDGET
INCOME								
	Total Rental Income	Rents minus Vacancy	\$ 752,019.16	\$ 739,870.20	\$ (12,148.96)	-1.6%	\$ 752,019.16	98%
	Total Other Income	Application Fees + Rent Reporting	\$ 220.96	\$ 530.99	\$ 310.03	140.3%	\$ 220.96	240%
	Total Utility Income	Water Reimbursement	\$ 9,300.00	\$ 12,741.51	\$ 3,441.51	37.0%	\$ 9,300.00	137%
	Total Miscellaneous Income	EV Chargers; Deposit Forfeits	\$ 5,700.00	\$ 9,219.12	\$ 3,519.12	61.7%	\$ 5,700.00	162%
Total GROSS INCOME			\$ 767,240.12	\$ 762,361.82	\$ (4,878.30)	-0.6%	\$ 767,240.12	99%
OPERATING EXPENSES								
	Total Staff Costs	Resident Manager	\$ 11,788.53	\$ 12,203.76	\$ (415.23)	-3.5%	\$ 11,788.53	104%
	Total Contract Services	Janit, Landscaping, Pest, Res Maint.	\$ 76,654.00	\$ 78,033.89	\$ (1,379.89)	-1.8%	\$ 76,654.00	102%
	Total Utilities	PG & E, Water, Sewer, Garbage	\$ 95,060.00	\$ 95,818.89	\$ (758.89)	-0.8%	\$ 95,060.00	101%
	Total Repairs & Maintenance	Plumb., Light., FLS, Appliance, Elec.	\$ 39,100.00	\$ 17,884.71	\$ 21,215.29	54.3%	\$ 39,100.00	46%
	Total Turnover Repairs & Maintenance	Turnovers Only	\$ 6,000.00	\$ 11,769.65	\$ (5,769.65)	-96.2%	\$ 6,000.00	196%
	Total Marketing	Resident Relations/Town Hall	\$ 600.00	\$ 5.60	\$ 594.40	99.1%	\$ 600.00	1%
	Total Administrative Expenses	Bank Fees, Software, Credit Checks	\$ 20,287.10	\$ 18,808.46	\$ 1,478.64	7.3%	\$ 20,287.10	93%
	Total Management Fees	Flat Rate	\$ 34,200.00	\$ 34,200.00	\$ -	0.0%	\$ 34,200.00	100%
	Total Insurance Expense	Direct From District	\$ 27,000.00	\$ 33,491.36	\$ (6,491.36)	-24.0%	\$ 27,000.00	124%
Total OPERATING EXPENSE			\$ 310,689.63	\$ 302,216.32	\$ 8,473.31	2.7%	\$ 310,689.63	97%
NET OPERATING INCOME			\$ 456,550.49	\$ 460,145.50	\$ 3,595.01	0.8%	\$ 456,550.49	101%
Other Incomes & Expenses								
	Total Non Routine Maintenance & Replacements		\$ 27,395.00	\$ 39,866.55	\$ (12,471.55)	-45.5%	\$ 27,395.00	146%
	Total Owner/Partnership Expense		\$ 2,513.00	\$ 1,600.00	\$ 913.00	36.3%	\$ 2,513.00	64%
NET CASH FLOW			\$ 426,642.49	\$ 418,678.95	\$ (7,963.54)	-1.9%	\$ 426,642.49	98%

Transfer to Capital Reserve

\$ 418,678.95
\$0.00

\$ 426,642.49
\$0.00

College Ridge FY 25-26 Q4 YTD Financial Summary Analysis

Occupancy: 7/1 = 96.7%, 9/30 = 96.7%; 12/31 = 96.7%; 3/31 = 100%; 6/30 = 100%

College Ridge is performing well through Q4. Gross Income achieved 99% to budget despite lower than budgeted rental income primarily due to strong utility and ancillary income. Strong control over operating expenses have boosted the property performance in Q4 over the annual budgeted NOI by \$3,595. Overall cash flow remains highly in line with budget despite heavier than anticipated spend in non-routine maintenance and replacements.

Income Performance

Gross Income

- Actual: \$762,361.82 vs. Budget: \$767,240.12
- Unfavorable Variance: \$4,878.30 (0.6%)
- 99% of annual gross income budgeted YTD

Income Components

- **Rental Income (net of vacancy):**
 - Actual: \$739,870.20 vs. Budget: \$752,019.16 = Negative Variance: \$12,148.96 (1.6%)
 - 98% of annual rent budget realized
- **Other Income (application fees, rent reporting):**
 - \$530.99 actual vs. \$220.96 budget
 - 240% favorable variance, exceeding the full-year budget allocation
- **Utility Income (water reimbursement):**
 - \$12,741.51 actual vs. \$9,300 budget
 - 137% favorable to Q4 budget
- **Miscellaneous Income (EV chargers, deposit forfeits):**
 - \$9,219.12 actual vs. \$5,700 budget
 - 61.7% favorable due to EV charges and deposit forfeits

Key Takeaway:

While rental income is slightly below plan, ancillary and utility-related income streams are outperforming expectations and offsetting revenue pressure.

Operating Expenses

Total Operating Expenses

- Actual: \$302,216.32 vs. Budget: \$310,689.63
- Favorable Variance: \$8,473.31 (2.7%)
- 97% of annual ending Q4 operating budget

Key Expense Drivers Over Budget / Risk Areas

- **Staff Costs:** Slightly over budget by \$415.23 or 3.5% due to higher than anticipated payroll taxes and fees.
- **Contract Services:** Slightly over budget by \$1,380 (1.8%) mainly due to contract landscaping being \$1756 over Q4 YTD budget due to a catchup payment from 6/2025
- **Utilities:**
 - \$95,818.89 actual vs. \$95,060.00 budget
 - 0.8% variance (over budget) or \$759
 - Sewer over budget by \$9,419 and Trash under budget by \$8,492 offset each other with slight variance
- **Turnover Repairs & Maintenance:**
 - \$11,769.65 actual vs. \$6,000 budget
 - 96.16% to variance or \$5,769.65
 - Budgeted for 2 but experienced 3 turnovers: Contract Cleaning \$1,120 – 6 units, Unit Maintenance \$545 3 units, Paint Contract Labor \$3,000 – 2 units vs 1 budgeted
- **Insurance Expense:**
 - \$33,491.36 actual vs. \$27,000 budget
 - Exceeds the full-year budget by 24%

Favorable / Well-Controlled Categories

- **Marketing:** 99.1% favorable by \$594 due to not being used
- **Administrative Expenses** 7.3% favorable by \$1,479 mainly due to mileage, employee training and uniforms, office supplies and \$2K for Professional services not used.

Key Takeaway:

Core controllable expenses are well managed as a whole. Savings in Repairs and Maintenance was the main contributing factor to ending the year with favorable Total Operating expense. Turnover costs and Total Insurance were the primary drivers of operating variance

Net Operating Income (NOI)

- Actual NOI: \$460,145.50 vs. Budget NOI: \$465,550.49

- Favorable Variance: \$3,595.01 (2.7%)
- 101% annual NOI budget achieved

Summary:

NOI performed favorably with strong ancillary income and well managed operating expenses that came in under budget YTD.

Other Expenses & Cash Flow

Non-Routine Maintenance & Replacements

- **Routine Repairs & Maintenance:**
 - Unfavorable \$39,866.55 actual vs. \$27,395 budget
 - 45.52% over budget or \$18,549. Washer dryer \$18,549 spend vs \$0 budgeted due to replacing throughout is the main contributing factor
 - Unused budgeted items: major savings in Fire/Life/Safety \$5K, Landscaping and Grounds \$1,242, Ranges \$1,300 and Refrigerators \$1,200.

Net Cash Flow

- Actual: \$418,678.95 vs. Budget: \$426,642.49
- Unfavorable Variance: \$7,963.54 (1.9%)
- 98% of annual cash flow budget achieved

Summary

College Ridge remains financially stable with disciplined operating management. Strong performance in NOI is complimented by ancillary income and tight control over routine operating expenses. Tighter control over turnover expenses and appropriately budgeted insurance expense will allow the property to meet the YTD budgeted expectation..

Property Name:
Prepared By:
As of:

Canada Vista
Linly Smith
6/30/2026

		2025-26 BUDGET	2025-26 ACTUAL	2026-27 TENTATIVE BUDGET	2026-27 FINAL BUDGET	% Change 2025-26 to 2026-27 Budget	Notes/Assumptions
INCOME							
	Rental Income	\$ 1,124,290.90	\$ 1,125,817.24	\$ 1,202,911.66	\$ 1,195,878.64	6%	VAC loss adj \$24K to \$38K - 12 M/O vs 6 in 2026, 4 in 2025
	Other Income	\$ 852.00	\$ 1,293.75	\$ 958.20	\$ 1,384.20	36%	App Fees adj to 10 in 2026, 6 in 2025
	Utility Income	\$ -	\$ -	\$ -	\$ -	0%	
	Miscellaneous Income	\$ 14,100.00	\$ 15,798.77	\$ 14,100.00	\$ 15,804.00	0%	Club House Rent; Deposit Forfeits \$6020/12 = \$502
	Total GROSS INCOME	\$ 1,139,242.90	\$ 1,142,909.76	\$ 1,217,969.86	\$ 1,213,066.84	6%	
OPERATING EXPENSES							
	Staff Costs	\$ 11,566.02	\$ 10,473.29	\$ 11,940.54	\$ 10,746.49	-3%	Resident Manager + payroll fees/work comp
	Contract Services	\$ 72,224.00	\$ 84,993.97	\$ 76,062.00	\$ 85,498.00	-1%	Add ClubHs Cln 3x \$550/ea, Maint \$50k vs \$36K budg 199 w/o + turn
	Utilities	\$ 116,500.00	\$ 124,964.13	\$ 125,950.00	\$ 129,885.00	-4%	Water City of RWC 6% Recology trash 3%, Add bulky haul @ \$2500
	Repairs & Maintenance	\$ 73,250.00	\$ 61,693.36	\$ 77,650.00	\$ 63,664.00	-3%	Drywall \$5k vs \$20K budget, Plumb YTD \$13k vs \$7K 20 units
	Turnover Repairs & Maintenance	\$ 45,000.00	\$ 71,316.77	\$ 60,700.00	\$ 63,138.00	11%	12 M/O (\$5943 ea) vs 6 (\$7500 ea). \$49K paint vs \$18K for 11 units
	Marketing	\$ 1,000.00	\$ 64.20	\$ 1,000.00	\$ 400.00	-523%	Fall and Spring Townhall
	Administrative Expenses	\$ 19,676.30	\$ 24,362.23	\$ 26,783.40	\$ 27,180.60	-12%	\$800BMR Adden, Motion pic lic 1/27 \$459, ATT \$1,340 eff 10/25 vs \$800 budg
	Management Fees	\$ 68,400.00	\$ 68,400.00	\$ 68,400.00	\$ 75,915.00	-11%	Flat - 2 mo BLVD + 11 mo Prodesse
	Insurance Expense	\$ 75,000.00	\$ 71,485.36	\$ 73,000.00	\$ 66,838.82	6%	Annual reduction 6.5% anticipated
	Total OPERATING EXPENSE	\$ 482,616.32	\$ 517,753.31	\$ 521,485.94	\$ 523,265.91	-1%	
	NET OPERATING INCOME	\$ 656,626.58	\$ 625,156.45	\$ 696,483.92	\$ 689,800.93	10%	
Other Incomes & Expenses							
	Non Routine Maint & Replacement	\$ 179,825.00	\$ 179,707.11	\$ 159,675.00	\$ 134,125.00	25%	RMV \$69K stormwtr,\$11K trees,\$43K insur. +\$50K clubhs, \$10K constr, \$10K Siemens
	Owner/Partnership Expense	\$ 2,228.00	\$ 1,600.00	\$ 2,228.00	\$ 1,600.00	0%	
	NET CASH FLOW	\$ 474,573.58	\$ 443,849.34	\$ 534,580.92	\$ 554,075.93	25%	
Transfer to Capital Reserve							
		\$	443,849.34	\$	534,580.92	\$	554,075.93
			\$0.00		\$0.00		\$0.00

Property Name:

College Vista

Prepared By:

Linlv Smith

As of:

6/30/2026

		2025-26 BUDGET	2025-26 ACTUAL	2026-27 TENTATIVE BUDGET	2026-27 FINAL BUDGET	% Change 2025-26 to 2026-27	Notes/Assumptions
INCOME							
	Rental Income	\$ 791,355.17	\$ 781,406.94	\$ 832,108.61	\$ 818,318.85	5%	VAC loss adj \$17K to \$34K - 6 M/O vs 3 in 2026, 2 in 2025
	Other Income	\$ 441.92	\$ 623.95	\$ 441.90	\$ 662.85	6%	App Fees adj to 6 in 2026, 3 in 2025
	Utility Income	\$ -	\$ -		\$ -	0%	
	Miscellaneous Income	\$ 2,300.00	\$ 2,025.00	\$ 2,900.00	\$ 2,029.00	0%	Club House Rent; Deposit Forfeits \$1,400 = 6 @\$233
	Total GROSS INCOME	\$ 794,097.09	\$ 784,055.89	\$ 835,450.51	\$ 821,010.70	5%	
OPERATING EXPENSES							
	Staff Costs	\$ 11,566.06	\$ 12,267.89	\$ 11,940.54	\$ 12,492.69	-2%	Resident Manager + payroll fees/work comp
	Contract Services	\$ 58,364.00	\$ 57,216.74	\$ 59,700.00	\$ 58,202.00	-2%	Maint \$31,751 for 116 service requests + turns
	Utilities	\$ 122,320.00	\$ 108,866.64	\$ 119,500.00	\$ 114,366.00	-5%	Water 4.7% , Trash 3% YOY anticipated
	Repairs & Maintenance	\$ 52,750.00	\$ 63,612.84	\$ 60,150.00	\$ 63,978.00	-1%	Elec \$6k property lights, FLS Seimen contr+rep \$19K, Plumb \$13k for 18 units
	Turnover Repairs &	\$ 25,140.00	\$ 33,841.41	\$ 29,660.00	\$ 33,955.00	0%	Higher than budgeted vacancy 6 M/O (\$5640 ea) vs 3 (\$8380 ea)
	Marketing	\$ 750.00	\$ 29.10	\$ 750.00	\$ 429.10	-1375%	Fall and Spring Townhall
	Administrative	\$ 13,294.20	\$ 8,806.26	\$ 13,144.20	\$ 9,940.30	-13%	Add Legal \$950, Reserve Study \$2k-TBD, AT&T under budget
	Management Fees	\$ 50,160.00	\$ 50,160.00	\$ 50,160.00	\$ 55,671.00	-11%	Flat - 2 mo BLVD + 11 mo Prodesse
	Insurance Expense	\$ 30,000.00	\$ 30,027.92	\$ 31,000.00	\$ 28,076.11	6%	Annual reduction 6.5% anticipated
	OPERATING EXPENSE	\$ 364,344.26	\$ 364,828.80	\$ 376,004.74	\$ 377,110.20	-3%	
	NET OPERATING	\$ 429,752.83	\$ 419,227.09	\$ 459,445.77	\$ 443,900.50	6%	
Other Incomes & Expenses							
	Non Routine Maint &	\$ 691,280.00	\$ 587,774.31	\$ 185,230.00	\$ 157,480.00	73%	Less \$479K Roof 9/2025 - Cabs \$68k Kit/Bath 3@\$23K, Clubhs Placehdr \$35K
	Owner/Partnership	\$ 27,213.00	\$ 10,800.00	\$ 2,213.00	\$ 2,213.00	80%	
	NET CASH FLOW	(\$ 288,740.17)	\$ (179,347.22)	\$ 272,002.77	\$ 284,207.50	-258%	
	Transfer to Capital Reserve		(\$ 179,347.22)	\$ 272,002.77	\$ 284,207.50		
			\$ -	\$ -	\$0.00		

Property Name:
Prepared By:
As of:

COLLEGE RIDGE
Linly Smith
6/30/2026

		2025-26 BUDGET	2025-26 ACTUAL	2026-27 TENTATIVE BUDGET	2026-27 FINAL BUDGET	% Change 2025-26 to 2026-27 Budget	Notes/Assumptions
INCOME							
	Rental Income	\$ 752,019.17	\$ 739,870.20	\$ 742,321.46	\$ 737,700.71	0%	VAC loss adj \$13K to \$17K - 3 M/O vs 2 in 2026, 1 in 2025
	Other Income	\$ 220.96	\$ 530.99	\$ 425.40	\$ 425.40	-20%	App Fees adj to 4 in 2026, 3 in 2025
	Utility Income	\$ 9,300.00	\$ 12,741.51	\$ 15,000.00	\$ 13,512.00	6%	Water RUBS - anticipate 6% increase in City of San Bruno expense
	Miscellaneous Income	\$ 5,700.00	\$ 7,108.04	\$ 8,850.00	\$ 9,228.00	0%	EV Chargers \$7K actual; Deposit Forfeits \$2,111/3 = \$704
	Total GROSS INCOME	\$ 767,240.13	\$ 760,250.74	\$ 766,596.86	\$ 760,866.11	0%	
OPERATING EXPENSES							
	Staff Costs	\$ 11,788.53	\$ 12,203.76	\$ 11,994.48	\$ 11,940.99	2%	Resident Manager + payroll fees/work comp
	Contract Services	\$ 76,654.00	\$ 78,033.89	\$ 78,328.00	\$ 77,034.00	1%	Landscape 2.5% inc Jan 13 vs 12 inv paid, Maint \$18k for 116 w/o + turns
	Utilities	\$ 95,060.00	\$ 95,818.89	\$ 98,455.00	\$ 100,992.00	-5%	Recology 3%. City of San Bruno 6%. Add bulky haul FMO charge @ \$2500
	Repairs & Maintenance	\$ 39,100.00	\$ 17,884.71	\$ 22,400.00	\$ 18,156.00	-2%	Dryer Vent Cleaning 1X \$2500, Savings in Elec and Plumb
	Turnover Repairs & Maintenance	\$ 6,000.00	\$ 11,769.65	\$ 11,750.00	\$ 11,832.00	-1%	Higher than budgeted vacancy M/O (\$3923 ea) vs 2 (\$3000 ea)
	Marketing	\$ 600.00	\$ 5.60	\$ 600.00	\$ 405.60	-7143%	Fall and Spring Townhall
	Administrative Expenses	\$ 20,287.10	\$ 18,808.46	\$ 14,933.15	\$ 14,619.15	22%	Reduce \$19K to \$15K - Paid Chargept \$5400 for 2024 & 25 catch up.
	Management Fees	\$ 34,200.00	\$ 34,200.00	\$ 34,200.00	\$ 37,957.56	-11%	Flat - 2 mo BLVD + 11 mo Prodesse
	Insurance Expense	\$ 27,000.00	\$ 33,491.36	\$ 35,000.00	\$ 31,314.42	7%	Annual reduction 6.5% anticipated
	Total OPERATING EXPENSE	\$ 310,689.63	\$ 302,216.32	\$ 307,660.63	\$ 304,251.72	-1%	
	NET OPERATING INCOME	\$ 456,550.50	\$ 458,034.42	\$ 458,936.23	\$ 456,614.39	0%	
Other Incomes & Expenses							
	Non Routine Maint & Replacement	\$ 27,395.00	\$ 39,866.55	\$ 19,895.00	\$ 19,825.00	50%	Remove \$18K W/Ds, Remove \$6K tree work, add carpet @ \$2000
	Owner/Partnership Expense	\$ 2,513.00	\$ 1,600.00	\$ 2,513.00	\$ 1,600.00	0%	
	NET CASH FLOW	\$ 426,642.50	\$ 416,567.87	\$ 436,528.23	\$ 435,189.39	4%	
Transfer to Capital Reserve			\$ 416,567.87	\$ 436,528.23	\$ 435,189.39		
			\$0.00	\$0.00	\$0.00		

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

Approval of Rental Rate Adjustments Based on 2026 San Mateo County Income & Rent Limits

Background

At its meeting on May 2, 2024, the Housing Board approved aligning monthly rental rates for new residents at Cañada Vista and College Vista to those charged at College Ridge. These rates would be adjusted annually for new residents based on the "Very Low" income category of the Maximum Affordable Rent Payment table within the annual [San Mateo County Department of Housing Income & Rent Limits](#).

The Board also approved an exemption process to ensure that no new resident at Cañada Vista or College Vista pays more than 33% of their combined household income toward rent. To qualify, residents must submit income verification documentation (e.g., federal tax returns) for each adult in the household. This documentation must be resubmitted annually.

These actions brought consistency across all three properties—Cañada Vista, College Vista, and College Ridge—in terms of base rental rates, annual adjustments, and exemption processes.

In May 2024, San Mateo County released its updated *Income & Rent Limits*, which showed an increase of just over 7% in the "Very Low" income category. At its August 2024 meeting, the Housing Board reviewed and approved this rental rate adjustment for new residents, consistent with the adopted guidance.

In May 2025, San Mateo County released its updated *Income & Rent Limits*, which showed no rental adjustment in the "Very Low" income category. At the September 2025 Housing Board meeting, staff brought this information to the Board as an information item, and no rental rate adjustments for new residents were implemented.

San Mateo County 2026 Maximum Affordable Rent Payments

On June 1, 2026, the County released its updated [2026 Maximum Affordable Rent Payments](#). According to the new data, rental rates tied to the "Very Low" income category increased by 7.3%.

	2025/26		2026/27		% Change in Base Rate
	Base	EHC Actual Range (including amenity fees*)	Base	EHC Actual Range (including amenity fees*)	
1 bedroom	\$1,836	\$1,836–1,986	\$1,970	\$1,970–2,120	+7.3%

2 bedroom	\$2,203	\$2,203–2,353	\$2,363	\$2,363–2,513	+7.3%
3 bedroom	\$2,545	\$2,545–2,695	\$2,731	\$2,731–2,881	+7.3%

**Amenity fees are fixed and are not subject to this or any future rent increase unless separately authorized by the Board.*

Applying the adjustment to current residents

To date, the annual rate adjustment has applied only to new residents. Staff recommends the Board extend the 2026/27 adjustment to current residents, with the applicable increase for each resident governed by their existing lease terms and by applicable legal limits, including the state Tenant Protection Act (AB 1482) and the County index. Where a current lease restricts or prohibits a rent adjustment, that lease term will continue to govern until it expires or converts.

Going forward, any new adjustments will apply automatically each year to both new and current residents as the County releases its updated Income & Rent Limits, without requiring separate Board approval. Staff will bring an informational item to the Board annually summarizing that year's rate changes.

Recommended action

Staff recommends the Board (1) authorize applying the 2026/27 rate adjustment to current residents consistent with each resident's lease terms and applicable law, effective November 1, 2026 (allows for property management transition completion and a 60-day resident notice in alignment with Prodesse procedures); (2) establish that the base rate — for both new and current residents — will be set automatically each year based on the County's published index, with future updates reported to the Board as an informational item rather than requiring a separate vote; and (3) direct staff/management to notice residents accordingly.

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

Consideration of Formation of an Ad Hoc Committee — Property Management Transition

Following RFP 87006R, the Board awarded the property management agreement to Prodesse Property Group during a special meeting on July 15, 2026. Through the month of August, BLVD Residential and Prodesse will operate in an overlap transition, with Prodesse assuming sole management responsibility beginning September 1, 2026. Board-level participation in transition meetings provides direct oversight during this period.

An ad hoc committee allows targeted board engagement in transition planning without requiring full board attendance at each meeting. Because ad hoc committees composed of fewer than a quorum of the board and limited to a single, defined purpose are not standing committees, they are not subject to Brown Act open meeting requirements, which allows more flexibility in scheduling with both firms. For a seven-member board, a committee of up to three directors would still fall under quorum, but staff recommend limiting membership to two. This keeps the committee efficient to schedule and maintains clear distance from the quorum threshold, reducing any risk that the committee's activity could be read as a board subgroup rather than an advisory body.

The committee's role would be advisory: attending transition meetings, monitoring milestones, and reporting back to the full board. It would not have authority to bind the EHC or approve agreements on the board's behalf. Staff recommend the committee remain in place through September 30, covering the August overlap period and Prodesse's first month of sole management, then sunset automatically.

If the board wishes to proceed, it should identify committee members.

Recommended Action:

Discuss and, if desired, authorize the formation of an ad hoc committee of up to two board members to participate in transition meetings with Prodesse Property Group, the incoming property management firm, through September 30.