

MOVING MADE EASY!!!

1. If you do NOT have a lease, complete this 'MOVING PACKAGE' with each person over 18 years old being named and signing the "Thirty Day Notice to Vacate". If only one person is moving and another staying, then you do NOT need to give Notice but rather you and your roommate(s) need to complete an 'Assignment of Contract', commonly known as a 'sublease'.
2. Follow in detail the guideline "Are you Interested In Having A Full Refund..." and, if you so desire, contact us to arrange an Initial Inspection. To do any work found necessary, you may contact any of the companies that property one management normally does business with to give you a hand. Of course, you will need to pay them for any work that you contract for because you are responsible to repair any damages caused by either you or your friends.
3. Use the "Final Guidelines" to return all of your keys along with anything else that you were given upon your initial move in and use THAT form to provide us with One (1) Forwarding Address for the return of your security deposit within 3 weeks, less any possible itemized deductions in your Final Accounting.

Please fill the following page out (can be done on your computer), then print out this entire document.

THIRTY-DAY NOTICE OF RESIDENT(S) INTENT TO VACATE

TO: _____ Property One Management _____ (Owner/Agent)

You are hereby given notice that _____ (Resident(s))

intend(s) to terminate the tenancy and to move from the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____
(City) (Zip)

as of _____ (Date).

It is understood as follows:

- a. that a Thirty-Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies;
- b. for a Resident on a fixed-term lease, a Thirty-Day Notice of Intent to Vacate does not release Resident from any obligation of the lease, including payment to the end of the lease term;
- c. Resident's possession of the unit remains in effect until all belongings are removed and all keys returned; and
- d. except as provided by law, rent is due and payable up to and including the final date of possession, or thirty (30) days after service of this notice to Owner/Agent, whichever is later.
- e. Resident cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.

The Resident's reason(s) for terminating the Rental Agreement is as follows: *(optional)*

Forwarding Address: _____

New Phone Number: _____

NOTICE OF RIGHT TO INITIAL INSPECTION:

I understand that I have the right to request an initial inspection of my unit and to be present during that inspection, which shall occur no earlier than two weeks before the termination of the tenancy and during normal business hours. I also understand that at this initial inspection, the Owner/Agent will provide an itemized statement specifying repairs or cleaning that are proposed to be the basis for the deductions from the security deposit. I understand, however, that this may not be a final accounting of deductions from my security deposit. I understand that no later than three weeks (21 days) after Owner/Agent has regained possession of the premises, Owner/Agent shall provide me with an itemized statement, indicating the basis for, and the amount of, any security received and the disposition of the security and shall return any remaining portion of such security deposit to Resident.

(Check only one option below)

- I decline the initial inspection.
- I request the initial inspection of my unit, and I wish to be present.
- I request the initial inspection of my unit, but I will not be present.

Contact me to arrange for the inspection. _____ (phone)

(If requesting initial inspection, check only one option below)

- I waive my right to 48-hour notice by the Owner/Agent prior to his/her entry of the unit to perform the initial inspection, as allowed by Civil Code section 1950.5(f)(1)
- I want Owner/Agent to provide 48-hour notice prior to his/her entry of the unit to perform the initial inspection

Date Resident Date Resident

Date Resident Date Resident



**OWNER/AGENT ACKNOWLEDGEMENT OF RESIDENT(S)
THIRTY-DAY NOTICE OF INTENT TO VACATE**

1. Receipt of Resident(s) Thirty-Day Notice of Intent to Vacate the above unit, effective _____ (date), is acknowledged.
2. Your tenancy will be terminated as of _____ (date).
3. Please note that you cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.
4. Rent must still be paid in advance on the normal rental date, prorated to the end of the tenancy as follows:
From _____ (date), to _____ (date),
for _____ days at \$ _____ per day, for a total of \$ _____.



Date

Owner/Agent



**Unauthorized Reproduction
of Blank Forms is Illegal.**



Two Weeks Before Moving

- Contact your utility companies (gas, electric, water, cable, trash collector, and local phone service providers) and notify them of your move.
- Sign up for services at your new address.
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day if necessary.
- Confirm your travel reservations.
- Arrange to close or transfer your bank account, if appropriate. Pick up items from safety deposit box.
- _____
- _____

One Week Before Moving

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, and so on to carry you through the day after arrival in your new home.
- Finish packing all boxes minus what you'll need in the final week.
- Inform the post office of your upcoming move.

Send change-of-address cards with your new address and phone number to:

- Friends and family
- Banks, insurance companies, credit card companies, and other financial institutions
- Magazines and newspapers
- Doctors, lawyer, accountant, realtor, and other service providers
- State and federal tax authorities and any other government agencies as needed
- Workplace, schools, and alma maters
- Voter registration office and motor vehicle bureau
- _____
- _____
- _____

The Day Before

- Set aside moving materials, such as tape measure, pocket knife, and rope.
- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floor coverings.
- Remove hanging fixtures.
- If moving yourself, pick up the rental truck and a hand truck or dolly to move heavy boxes.
- If you're driving, check oil and gas in your car.
- If you're traveling, make sure you have tickets, charge cards, and other essentials.
- _____

Moving Day

Carry with you:

- The keys to your new home.
- Map of new town and directions to your house.
- The telephone number of the moving company.
- Cash or traveler's checks.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- Any important personal records and documents.
- Any items of great personal value to you that are virtually irreplaceable (for example, a photo album).
- Back-up copies of important computer files.
- Sheets and towels for the first night in your new home.
- Personal hygiene items (for example, toothpaste, soap, razor)
- _____
- _____

Arrival Day

- Show movers where to place furniture and boxes.
Check inventory to ensure that everything was delivered before signing delivery papers.
- Note any damages on the inventory sheet.
Tip: It's helpful to have the movers read off the inventory numbers on boxes and furniture while you check the inventory list.
- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.
- _____
- _____

After the Move

- Walk and drive around your neighborhood and community to orient yourself and your family.
- Get new driver's licenses, library cards, voter registration cards, and bus passes.
- Enroll children in school.
- _____
- _____

property one management packing list

Tips to make your move a little easier.

Packing Tips

- Gather boxes in all sizes from friends, neighbors, and stores.
- Collect cushioning material such as bubble wrap, foam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
- Create a portable packing kit with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your new home where it should be placed.
- List the contents of the box on the side of it.
- Number the boxes and keep a list of which boxes go in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack your TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don't pack all your books into one box!)
- Don't move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you'll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
- _____
- _____
- _____
- _____

General Moving Tips

- Disconnect and bundle cords on television and stereo components.
- Label each cord with masking tape and a description of where to connect it.
- Plan and measure where your furniture will be placed in your new home. It's helpful to draw a layout of your new home and sketch in the major furniture pieces.
- To save time on moving day, move your boxes from the basement, upstairs, or attic to the main floor prior to the move date. Consider carrying items from the back yard to the front yard or garage ahead of time.
- Keep your phone connected through moving day to stay in touch with friends, family, and the moving company.
- _____
- _____
- _____
- _____

Packing List By Room

Kitchen	
<input type="checkbox"/>	Cupboards
<input type="checkbox"/>	Closets
<input type="checkbox"/>	Drawers
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for kitchen: _____

Dining Room	
<input type="checkbox"/>	China cabinet or hutch
<input type="checkbox"/>	Light fixture and lamps
<input type="checkbox"/>	Furniture: tables and chairs
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for dining room: _____

Living Room	
<input type="checkbox"/>	Bookcases and contents
<input type="checkbox"/>	Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
<input type="checkbox"/>	Knick knacks and artwork
<input type="checkbox"/>	Lamps
<input type="checkbox"/>	Furniture: couch, chairs, and tables
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for living room: _____

Family Room	
<input type="checkbox"/>	Entertainment center and contents: stereo, TV, CDs, videotapes, and so on.
<input type="checkbox"/>	Knick knacks and artwork
<input type="checkbox"/>	Furniture: couch, chairs, and tables
<input type="checkbox"/>	Lamps
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for family room: _____

Master Bedroom	
<input type="checkbox"/>	Closet
<input type="checkbox"/>	Dressers and contents
<input type="checkbox"/>	Furniture: bed, dressers, night stands, and desk
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for master bedroom: _____

Bedroom #1	
<input type="checkbox"/>	Closet
<input type="checkbox"/>	Dressers and contents
<input type="checkbox"/>	Furniture: bed, dressers, night stands, and desk
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers of bedroom #1: _____

Bedroom #2	
<input type="checkbox"/>	Closet
<input type="checkbox"/>	Dressers and contents
<input type="checkbox"/>	Furniture: bed, dressers, night stands, and desk
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for bedroom #2: _____

Bedroom #3	
<input type="checkbox"/>	Closet
<input type="checkbox"/>	Dressers and contents
<input type="checkbox"/>	Furniture: bed, dressers, night stands, and desk
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	Box numbers for bedroom #3: _____

Study/Office
<input type="checkbox"/> Computer equipment: CPU, monitor, and printer
<input type="checkbox"/> Desk and contents
<input type="checkbox"/> Bookshelves and contents
<input type="checkbox"/> File cabinets and contents
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> Box numbers for study/office: _____

Bathroom
<input type="checkbox"/> Cupboards and contents
<input type="checkbox"/> Linens and towels
<input type="checkbox"/> Knick knacks and wall hangings
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> Box numbers for bathroom: _____

Attic
<input type="checkbox"/> Trunks
<input type="checkbox"/> Boxes
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> Box numbers for attic: _____

Garage
<input type="checkbox"/> Yard equipment and garden tools
<input type="checkbox"/> Home maintenance equipment and tools
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> Box numbers for garage: _____

Basement
<input type="checkbox"/> Cupboards and shelves
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> Box numbers for basement: _____

Are You Interested In Having A Full Refund Of Your Security Deposit?

At 'property one management' we want you to get one!

Kindly plan and organize your time to allow not just for cleaning, but for a THOUROUGH cleaning when you move out. You may follow this checklist to assure yourself of getting back your security deposit.

1) APPLIANCES - clean both inside and out, including the TOP of the refrigerator, and UNDER it. Do not forget the broiler, broiler pan, oven/refrigerator racks, as well as the refrigerator/freezer door seals and handles. Be certain to clean UNDER the burners and INSIDE the fan over the range.

2) COUNTER TOPS/SINKS - do not miss the corners or between the cracks and polish all chrome fixtures. If you have used bar soap, be certain to remove ALL of the white soap scum from ALL of the surfaces and be aware that when we send in the plumber to check that all of the drains work well, that you may have a deduction if your drains are lines are clogged with soap.

3) CABINETS/SHELVES - dust and wash to remove any dust, grease, scum on the inside and any fingerprints on the outside.

4) VINYL/WOOD FLOORING - scrub well to remove any ground-in dirt or scuff marks and apply a protective coating if not a no wax finish.

5) LIGHT FIXTURES - remove and wash all light covers, wash all switch plate covers; this is a good time to dust and clean any heater covers and vents, including the TOP of the heater.

6) TUB/COMMODE - if you have not been cleaning the routinely, you may need a strong detergent and some elbow grease for scrubbing; remove any rust, mildew, soap scum. If you have shower doors, be certain to clean out the tracks, including the weep holes.

7) MIRRORS/WINDOWS - clean with newspaper rather than a cloth in order to avoid 'streaking' and be certain to clean BOTH inside and outside the windows (sliding windows 'lift' out of the frame for washing), along with washing and reinstalling the screens (be certain to not 'tweak' them when doing so) .

8) DRAPES/BLINDS - for drapes: wipe off the top of the drapery rod and dry clean them if they are soiled or stained (do not wash because they can shrink). For blinds: DO wash them of any dust, debris, grease that may have accumulated on them.

9) WALLS/DOORS - wash thoroughly to remove ALL smudges and dark marks – the MAGIC ERASER works very well for this so long as you do not ‘buff’ the wall; nail/tack holes and spackle marks are a cause for having to repaint - a possible deduction from the deposit depending on your length of residency (but normal wear-and-tear after 36 months).

10) CARPET - vacuum and clean thoroughly along the floorboards. All carpet cleaning MUST be done PROFESSIONALLY by a company licensed and insured, including workers compensation insurance - do not attempt to clean carpet yourself because you can easily damage it by applying too much water, thereby creating a potential mildew breeding ground. It may be prudent to have us clean the carpet for you to allow it proper time to dry. The cost to you is the same except for a possibly nominal overhead charge.

11) EXTERIOR - do not leave any boxes, trash or personal property in your home or anywhere on the property. Be certain to remove your motor vehicle and any bike. Wash your patio/balcony, if you have one, to remove any grease, tar, grim or dirt.

12) BE CRITICAL - take a moment and imagine that you are just moving in. Touch up ANYTHING that you might find objectionable if you were just moving in - remember, there is no ‘normal wear and tear’ when it comes to cleanliness.

13) RETURN YOUR KEYS TO THE OFFICE, including your mailbox key, parking identification, pool/gym passes, laundry/gate keys, etc., that were initially provided to you when you first moved in. Some of these items have sizeable fees if they are not returned to our office upon vacating. If no one is at the office when returning your keys, simply put a tag on them and put them through the drop in the door - this needs to be done by 12 NOON on the day that you are to be out.

14) PROVIDE ONE (1) FORWARDING ADDRESS so that your household security deposit can be sent within 3 weeks. If any work does need to be done that is charged against your deposit, copies of receipts will be provided and that work will be noted on the Security Deposit Refund Form that is mailed to you along with your refund check.

By following these steps and so long as your rental payments are current (including THROUGH the day that you return your keys), then you can expect a FULL refund of your security deposit.

Thank you very much in advance for your concern and your efforts! If you wish to contract with the Vendors that we normally do business with any may be familiar with your home already, we are providing their phone numbers to you in case you need to contract with them....

**Current ‘property one management’ vendor list with phone numbers
to get back a full refund!**

There is a clear organization as to who FIRST does work in a vacating property and who goes LAST. It is CRITICAL that these steps be followed or else the actions of one vendor can counteract the efforts of the company that just went before them. So proceed with these vendors in the sequence as listed - especially critical for the last 4, which are UNDERLINED.

- 1) **GENERAL MAINTENANCE** – Ron Stapelmann General Contractor 805.452.2609
For broken drawers, doors, closets, tiles, light covers, towel bars, etc
- 2) **DRAIN CLEARANCE & PLUMBING** – Quick Response 805.896.2937 or Express Rooter 805.684.2277. For clearing clogged or slow tub, bath sink, kitchen sink, etc.
- 3) **APPLIANCE REPAIRS** - Ruben Corral Appliance Repair 805.560.0361
For broken refrigerator/freezer shelves, oven/stove work, heater work, etc
- 4) **SCREENS** – Lee’s Screens 805.688.0340 or Ocean Glass & Screens 805.685.8545
For bent, torn, missing screens and screen doors, etc
- 5) **WINDOWS** - Ocean Glass 805.685.8545
For broken, cracked windows, shower doors, etc
- 5) **COUNTER /SINK/TUB ENCLOSURE REFINISHING** – Herman 805.403.0568
For repairing porcelain sinks, burnt countertops, fiberglass tub/shower enclosures, etc
- 6) **PAINTING** - Carl Braden Painting 805.685.5224
For painting spackle, dark marks, tack/nail holes, smoke damage, etc
- 7) **CLEANING** - EJ’s Cleaning 805.564.2156
For light to heavy duty cleaning including washing windows, screens & hauling, etc
- 8) **CARPET CLEANING** - Joe DelBonis Carpet Cleaning 805.966.1822
For Professional carpet cleaning, as required by our Rental Contract
As previously mentioned it may be best to have us handle the carpet cleaning for you in order for it to dry properly.
- 9) **PEST CONTROL** - Mark Brierley Pest Control 1.800.340.1452
For flea control - required if you have a pet - must be done after carpet cleaning is dry.

You may use any company that you desire, but we cannot guarantee the quality of the work of a company that we are unfamiliar with and we may have to send in our own regular vendor to correct , or properly finish, the work of a vendor that you hire, with that cost then being deducted from your security deposit. The vendors above are exceptional!

Final Guidelines: return your keys AND...

Use this page to help guide & organize your final move.
Kindly check 'For Your Complete Moving Solution'
on our web page for more tips:
www.PropertyOneManagement.com/Lobby.htm

THE PROPERTY ADDRESS BEING VACATED IS:

by 12 NOON, on the Final Day of the lease or Last Day notice was given
(remember, rent is paid to the last day of each month and does not include
the first day of the next).

*ALL of these items that were initially given you upon your move in are being
returned:*

- entry door key - each person has one and ALL need to be returned
- mail key – again, each person has one and ALL need to be returned
- pool key
- laundry room key (if keyed separately from your entry key)
- garage door remote
- parking Identification that goes on your vehicle review mirror
- pool / condo / PUD / Association Identification Pass
- gym / exercise room key and/or pass
- other _____

Provide **ONE (1) NAME and ONE (1) FORWARDING ADDRESS** for
the return of the Security Deposit (**type or print clearly**):

Put all items checked in a large envelope and return, along with this page to:

property one management / 3324 state street #d / santa barbara, ca

Return all items TOGETHER and place through our office door drop.
Your deposit, with any itemized deductions, will be mailed within 3 weeks.