

THIRTY (30) DAY NOTICE OF INTENT TO VACATE

Please be advised that the undersigned intends to vacate the premises located at: _____
APT

_____ ADDRESS _____ CITY _____ ZIP

I intend to move _____ being fully aware of Section 1946 of the Civil Code
DATE

Of California, which states that a 30-day written notice must be given, and that rent shall be due and payable to and including the date of termination. Extension of 30 Day Notice must be agreed in writing by management.

Reason for Move: _____

Forwarding Address: _____

Print Name _____ Print Name _____

Telephone: Day _____ Evening _____

Please refer to Security Agreement form for further details concerning you're the Move-Out Procedure.

Please rate the following on a scale of: Poor, Average, or Good

Maintenance Service prompt and efficient _____

Manager's co operation _____

Grounds Maintained _____

Rental Agreement Clear _____

TENANT _____ TENANT _____ DATE _____

MANAGER _____ DATE _____

This form must be signed by all parties in the presence of each other on the same date.

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Reference Data by Manager

Date Manager Received Notice _____ Date Faxed _____

MOVE-OUT CONDITION

Apartment / Entry Way / Garage / Carport

Apartment cleaning requires sufficient details as to what is considered acceptable cleaning.

General Cleaning

Trash, litter, furniture, clothing, papers, personal items or anything brought into the apartment or parking areas by the tenant needs to be removed from the property.

Additional Specific Cleaning Needed

(a) Window Covering, Drapes and Blinds and Shower Enclosure: Must be cleaned without smudges, streaks or mineral deposits. Screens must be free of dust. Drapes free of dust, stains and wrinkles. Both sides of windows and window covering must be "clear and clean. (b) All fixtures including tubs, showers, light fixtures and faucets (c) all appliances including stoves, refrigerators, (inside and outside), air conditioners (filters) cleaned of spots, stains, water and mineral marks and dust, wall heaters, faucets and shower heads.(d) All flooring: A general cleaning of steps, hardwood floors, linoleum/tile, including areas under appliances, and carpets (including closet areas) and garage floors must be free of spots, stains, marring and dust. (e) garage areas must be free of personal items, grease, dust and locks.

Wear and Tear

Ordinary Wear: This is considered normal use, however this does not include anything that has been scratched, marred, hole spots, tears, stains, rips, broken or missing items. It is recommended that the tenant always attend to general cleaning; however specific cleaning is viewed in another way. The tenant has the choice of taking care of the cleaning or have the landlord hire professionals. Cleaning will be charged to the tenant if not properly completed. If the cleaning is not performed satisfactorily the professionals may charge as much had the tenant not attempted the cleaning. In most cases tenants neither have the time, experience or inclination to bring the apartment back to its original condition.

Deposit Refund Policy

Refer to all parts of the rental agreement for refund policy. At termination of your tenancy, your apartment will be inspected by the landlord only as an initial inspection. When the apartment is completely vacated it will be the independent inspector who determines the necessary corrective actions for apartment restoration to the apartment's original condition.

At the start of your occupancy, the apartment is in optimal condition. In order to obtain a full deposit refund,

The following conditions must be met: (exclusive of normal wear)

(a) There are no spots, tears, rolls or defects in the carpeting, it has been cleaned with special germicide chemicals, vacuuming is insufficient. (b) all surfaces must be patched and painted with lead free paint by a licensed painter approved by the Environment Protection Agency (EPA). (c) there are no cracks, holes, chips or stains on appliances, counter tops, glass or porcelain fixtures.(d) surfaces have been cleaned with germicide material.(e) mold does not exist in the apartment. (f) smoke detectors have been replaced with batteries, all light fixtures have bulbs, light switches and plugs are covered with plates, towel racks, shower rods and toilet paper holders are in place. all drawers are in place.(g) there are no dripping faucets, running toilets, and all drains are clear. (h) all locks and door knobs are in working order.

You must show adequate receipts and invoices to prove the above conditions were met. These conditions must be met by the end of your 30 day notice. If the apartment is still in your possession after the 30-Day notice, you will be charged twice the daily rent for each day of your over stay.

TENANT _____

DATE _____

TENANT _____

DATE _____

MANAGER _____

DATE _____