

Date: _____

Landlord _____

Address _____

City, State Zip _____

Re: 30-day notice to vacate apartment at _____
(rental unit address)

Dear _____:

I have been a tenant at _____, Berkeley, CA 94____ since _____.

I write to provide you with notice that I/we will be permanently vacating this rental unit by the following date: _____.

I would like a walk-through inspection of this rental unit, as required by state law, during the last two weeks of my tenancy, so that we can review the condition of the unit and identify any items that require repair/cleaning in order to avoid deductions from our security deposit. The following dates work for me: _____, _____, or _____. Please notify me if any of these dates are acceptable or if we should discuss other times when you are available for a walk-through inspection.

Thank you for your attention to this matter.

Sincerely,
