

NORTH SAN DIEGO
PROPERTY MANAGEMENT



TENANT MOVE-OUT INFORMATION

Dear _____,

We hope you have enjoyed living here. Before vacating, be sure to thoroughly vacuum the floors and have them “professionally cleaned”, clean the walls, kitchen cabinets, stove and oven, refrigerator (which should be emptied of food, turned off, with the door left open), kitchen, bathroom sink, bathtubs, showers, toilets, plumbing, and fixtures. Please be sure to remove all personal items from the unit before fully vacating.

Once you have cleaned your unit (returned it to it’s condition it was upon move in), and removed all your belongings, contact us to arrange for a walk-through inspection and to return the...

- House keys _____
- Mailbox keys _____
- Pool keys _____
- Garage door openers _____
- Gate Opener _____

We will mail your security deposit to your forwarding address you provided, less any lawful deductions for the cost of necessary cleaning and repairs of damage in excess of ordinary wear and tear. We will return your deposit balance, and an itemization of any charges, within 21 days after you move out.

If you have any questions, please contact us at contact@northsandiegopropertymanagement.com or (760) 683-9043.

Sincerely,

North San Diego Property Management

DEPOSIT INFORMATION

If you find yourself reading this letter, you have most likely given us written notice of your intent to move out of one of North San Diego Property Managements' managed properties. We have provided you with this letter to help your move-out proceed smoothly and to insure that you do not forget anything that would impact your deposit.

1. That a 30 Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies and by the Lease Agreement for fixed-term tenancies.
2. For Residents on a fixed-term lease, a 30 Day Notice of Intent to Vacate does not relinquish Resident from any obligation of the lease, including payment to the end of the lease term.
3. Resident's possession of the apartment remains in effect until all belongings are removed and all keys returned.
4. 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 Manager, whichever is later.
5. Resident cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.
6. The carpets must be vacuumed and "professionally cleaned". By this we mean a licensed and insured professional carpet cleaning company using a high performance steam unit and not one rented from a grocery store. A receipt from a professional carpet cleaning company must be turned in to North San Diego Property Management if you use your own carpet cleaning professional.
7. Make sure that any yard cleanup or landscape maintenance that you are responsible for is done before you vacate. If it is left undone, we will have to have it done at your expense and deducted your deposit.
8. The best way to prepare for a move-out is to refer to your move-in inspection report and try to leave the unit in the same or better condition than you received it. The most common problems we find are dirty stoves, damaged blinds, broken or missing switch plates and/or outlet covers, holes in doors and walls, and personal items left behind.
9. Once keys are returned, you will not be able to re-enter the unit to clean or correct any overlooked repairs. Please make sure to have everything complete prior to returning keys to North San Diego Property Management.

NOTIFICATION OF LAWS REGARDING TENANT SECURITY DEPOSIT, AND RIGHT TO REQUEST AN INITIAL INSPECTION

Landlord/Owner/Agent is hereby notifying tenant of the following laws regarding tenant move outs and security deposits:

Civil Code section 1950.5 regulates residential security deposits. (Search California Civil Code for 1950.5.) A landlord is authorized to deduct from a tenant's security deposit only the amount that is reasonably necessary to (1) cover rent defaults, (2) repair damages a tenant or a tenant's guest caused other than normal wear and tear, (3) do necessary cleaning (for tenancies beginning after January 1, 2003, defined as the amount of cleaning needed to return the unit to the same level of cleanliness as at the beginning of the tenancy), and (4) if allowed by the lease, cover the cost of restoring or replacing personal property (including keys) or furniture, excluding ordinary wear and tear.

At a reasonable time after either party gives notice that the tenancy is being terminated or before the expiration of the lease, the landlord must notify the tenant in writing of the tenant's right to request an initial inspection of the unit and to be present at the inspection. The purpose of the inspection is to identify needed cleaning for the tenant to perform before moving out so as to avoid deductions from the security deposit. The landlord has no duty to make an initial inspection if the tenant does not request one. If an inspection is requested, it should occur at a mutually agreed upon time no earlier than two weeks before the tenancy is to end. If a time cannot be agreed upon, the tenant may either cancel the inspection or allow the inspection to proceed in his or her absence. The landlord must give 48 hours' prior written notice of the inspection, unless the tenant waives this requirement in writing.

Immediately after the inspection, the landlord must give the tenant (or leave in the unit if the tenant is absent) an itemized list of repairs and cleaning that need to be done to avoid authorized deductions. The notice must include the text of Civil Code section 1950.5, subdivision (b) (setting forth authorized deductions from the security deposit, listed above). The tenant may then, before the end of the tenancy, remedy the identified deficiencies. The landlord may use the deposit for authorized deductions that were itemized in the statement but not cured, arose after the initial inspection, or were not identified during the inspection because they were concealed by the tenant's possessions.

To make arrangements to schedule a pre move-out inspection, please call or email us at (760) 683-9043 or contact@northsandiegopropertymanagement.com

CLEANING CHECK-LIST

General

- Vacuum ALL Carpet Areas
- Window Sills/Slider Tracks
- Clean Windows & Window Coverings/Blinds
- Baseboards
- Dust Plant Shelves
- Cobwebs
- Ceiling Fans
- Change Furnace Filter
- Outlet/Switch Covers
- Walls: Wash Where Needed
- Door Frames & Doors

Bathrooms

- Inside/Outside Cabinets
- Shower Door (if applicable)
- Shower/Tubs
- Sinks
- Toilets (Base, Bowl, Etc)
- Drawers: Inside & Out
- Sweep & Mop Floor
- Medicine Cabinet
- Mirror

Kitchen

- Dishwasher Inside/Outside
- Cabinets
- Stove/Range
- Vent Hood
- Oven
- Counters
- Sink
- Floor Sweep & Mop
- Refrigerator (inside, top, and doors)
- Microwave

Laundry

- Inside/Outside Cabinets/Shelving
- Wipe Down Washer & Dryer

Garage and Yard

- Clean Oil/Grease Stains From Garage & Driveway
- Sweep Garage Pick Up & Haul Trash
- Pick Up Animal Waste and fix any other animal related issues (if applicable)

TENANT MOVE-OUT AWARENESS

This document has been created to make you aware of easily avoidable charges against your security deposit after you have moved out of the rental property. Please read over the list of most commonly neglected items and the **approximate** associated costs. Although this is not a complete list, it will give a general idea of what some of our vendors charge. North San Diego Property Management does not add anything to a vendor's invoice. You are charged exactly what the vendor bill North San Diego Property Management.

General Cleaning \$25.00/Hour

- Kitchen
- Windows
- Vacuuming
- Bathrooms
- Blinds

Repairs and/or Maintenance Items \$39.00/Hour + Material Cost

- Furnace Filter
- Sheetrock Repair
- Door repair/Replacement
- Smoke Detector Batteries
- Light Bulbs
- Replacing Window Blinds
- Door Stops
- Outlet Covers
- Trash/Furniture/Appliance Disposal
- Weeding/Yard Repair

Disposal of hazardous waste such as car batteries, tires, motor oil, paints, insecticides and many common household chemicals are not accepted by trash companies and become very expensive to dispose of. Many places have recycle centers you can take them to and avoid the high cost of disposal.

We hope this will be of help to you during your move out