



## MOVE OUT PROCEDURE

We hope you've enjoyed your tenancy in one of our residences and truly appreciate the time you've spent with us in your home. Moving can be a hectic time and we want to make your transition as smooth as possible with some simple comprehensive steps to a successful Move-Out. Again, we thank you for your time with us and wish you the best of luck in your new residence.

### **1 Complete The Attached Notice Of Intent To Vacate.**

This should be done immediately as this is a 30 day notice and will determine your Lease End date regardless of your intended Move-Out date. To ensure receipt keep a copy of your fax confirmation page, ask for a confirmation of receipt in your e-mailed Notice (Preferred), or send via certified mail.

### **2 Schedule a Pre-Move Out Inspection.**

This is a great opportunity to go over what will be expected to return your home into substantially the same condition as you had received it minus normal wear and tear. This is an optional inspection but we highly recommend you schedule one. It has proven highly effective in avoiding disputes regarding the expected condition of the home upon Move-Out and minimizes any possible deposit deductions.

### **3 Complete Items Recommended At Pre-Move Out Inspection & Attend Final Move-Out Inspection.**

After completing the items recommended by a leasing agent at your Pre-Move Out Inspection a Final Inspection will be completed upon your Move-Out. An itemized statement along with a return of any security deposit due will be sent to you within 21 days of when the property was actually vacated provided proper notice was given.

# NOTICE OF INTENT TO VACATE

(To be used for month-to-month tenancies or 30 days prior to the expiration of a lease)

**This is to serve as a 30 day notice of my/our intent to vacate the premises at:**

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On \_\_\_\_\_ ■ \_\_\_\_\_  
(Final Date at Property) (End Of Lease Date- Tenant Is Responsible Until This Date)

I/We authorize you to show the Premises to prospective residents in accordance with the terms of our Rental/Lease Agreement.

Preferred Day(s) \_\_\_\_\_ ■ Time(s) \_\_\_\_\_

It will be noted to attempt to schedule any showings at the preferred day and times.

I/We request a Pre-Move Out Inspection To Be Performed.  Yes  No- I/we waive our right.

I/We understand that it is our responsibility to make the home available during normal business hours, Monday-Friday 9:00 am – 4:30 pm, prior to Final Move-Out in the event you elect to have a Pre-Move Out Inspection Performed.

I/We understand that 30-days notice of my/our intent to vacate is required or I/we may be liable for loss of rents during that time-period.

I/We understand the requirement to return my/our Security Deposit and/or a list of itemized deductions within twenty-one (21) days of the date we actually vacate the unit, providing I/we have given proper notice.

## Tenant Signatures:

\_\_\_\_\_  
Printed Name Signature-Tenant Date

\_\_\_\_\_  
E-Mail Address Contact Phone

\_\_\_\_\_  
Printed Name Signature Co-Tenant Date

\_\_\_\_\_  
E-Mail Address Contact Phone

This notice should be delivered by one of 3 Methods

- 1- E-Mail To [MovingOut@Bnational.com](mailto:MovingOut@Bnational.com) and request a receipt confirmation. (Preferred)
- 2- Fax To 909-652-9620 and make sure you receive a successful fax transmission.
- 3- Mail via Certified Mail to: Benefit National Property Management  
29995 Technology Dr. #105 · Murrieta · CA · 92563