Move-out information

Your pre-move-out inspection, leaving the unit, and your security deposit

DATE	
TO	
RENTAL ADDRESS	
TENANCY ENDS	

This letter explains your right to a pre-move-out inspection, how to leave the unit, and how your security deposit comes back to you. Please keep it, and return the reply page at the end.

1. Your right to a pre-move-out inspection

You may ask us for an initial inspection of the unit before you move out, and you have the right to be present at it. The inspection can take place no earlier than two weeks before your tenancy ends. If you ask, we'll try to agree on a time with you and give you at least 48 hours' written notice of it, unless we both agree in writing to waive that notice. The inspection goes ahead whether or not you can be there, unless you withdraw your request.

After the inspection, we'll give you a written list of any repairs or cleaning we propose to deduct from your deposit, so that you can take care of them yourself before you move out.

> State law permits former tenants to reclaim abandoned personal property left at the former address of the tenant, subject to certain conditions. You may or may not be able to reclaim property without incurring additional costs, depending on the cost of storing the property and the length of time before it is reclaimed. In general, these costs will be lower the sooner you contact your former landlord after being notified that property belonging to you was left behind after you moved out.

2. Leaving the unit clean

We can only charge for the cleaning needed to bring the unit back to how clean it was when you moved in. Please take all your belongings and trash with you, and check these before you leave:

Kitchen

- ☐ Oven and stovetop
- ☐ Range hood
- ☐ Refrigerator and freezer emptied and wiped out
- ☐ Cabinets and drawers emptied and wiped
- ☐ Counters, sink and floor

Bathrooms

- ☐ Tub or shower, tile and grout
- ☐ Toilet
- ☐ Sink, counter and mirror
- ☐ Mildew removed
- ☐ Floor

Every room

- ☐ Floors vacuumed or swept and mopped
- ☐ Closets and shelves emptied
- ☐ Stickers and decals removed
- ☐ Light marks wiped where they come off
- ☐ Windows locked, blinds left in place

Please ask us before patching holes or painting. A quick patch in the wrong color can cost more to fix than a few small holes.

3. What you don’t need to worry about

We can’t charge you for ordinary wear and tear, or for anything that was already there when you moved in. Things like light scuffs, a few small nail holes, carpet worn along walkways and curtains faded by the sun are normal wear and tear.

4. Returning the keys

Please return all keys, garage remotes, fobs and mailbox keys:

RETURN THEM TO _____

BY (DATE AND TIME) _____

If utilities are in your name, arrange the final reading or shutoff for your move-out date, as your lease provides. After you return the keys, we’ll photograph the unit before any cleaning or repairs begin, as California law requires.

5. Your security deposit

- **Within 21 days after you move out,** we’ll send you an itemized statement of any deductions, with the rest of your deposit.
- **Please give us your forwarding address in writing** (use the reply page). Mail goes to the address you give us, or to the rental address if we don’t have one.
- **If you paid your deposit or rent electronically,** you have the right to get the deposit back electronically, to a bank account or another electronic method you designate in writing, unless we’ve agreed on another method in writing.
- **If more than one adult is on the lease** and we don’t have a written agreement with all of you about the deposit, the refund will be one check made out to all adult tenants on the lease.

FROM (LANDLORD OR PROPERTY MANAGER) _____

PHONE OR EMAIL _____

Reply: please complete and return to us

Keep the letter. Return this page to your landlord or property manager.

RENTAL ADDRESS

TENANT NAME(S)

PRE-MOVE-OUT INSPECTION ☐ Yes, I'd like one ☐ No, thank you

DAYS AND TIMES THAT WORK FOR ME

MY FORWARDING ADDRESS

DEPOSIT REFUND

☐ Check to my forwarding address

☐ Electronically (I paid electronically; I'll give the account details in writing)

TENANT SIGNATURE

DATE