



## MOVING OUT OF YOUR APARTMENT CHECKLIST

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|---|--|---|---|
| <input type="checkbox"/> <b>Step 1</b>  | Write down everything you need to complete before leaving so you don't forget to do it.  | <input type="checkbox"/> <b>Step 11</b> | Ensure the Smoke and CO detectors have working batteries in them.   |
| <input type="checkbox"/> <b>Step 2</b>  | Make sure you have a copy of your Move-in Inspection form signed at the beginning of your lease.   | <input type="checkbox"/> <b>Step 12</b> | Clean the windows. This includes the inside and outside of the window pane and the window sill.   |
| <input type="checkbox"/> <b>Step 3</b>  | Remove nails and cover nail holes with spackle. DO NOT PAINT UNLESS OTHERWISE DISCUSSED.   | <input type="checkbox"/> <b>Step 13</b> | Wipe down any vertical blinds, mini blinds or faux-wood blinds. Wash and rehang any drapes provided by landlord.                            |
| <input type="checkbox"/> <b>Step 4</b>  | Clean scuff marks on walls. If you painted anything, be sure you get it back to original condition, otherwise you may be responsible for the costs.              | <input type="checkbox"/> <b>Step 14</b> | Sweep, mop and vacuum the floors.   |
| <input type="checkbox"/> <b>Step 5</b>  | Spray down the interior of the refrigerator with warm soapy water and wipe it clean and dry. You may need to remove the drawers and shelves to reach everything. | <input type="checkbox"/> <b>Step 15</b> | All carpet must be professionally cleaned. (Management can do this for you for \$50-\$65)   |
| <input type="checkbox"/> <b>Step 6</b>  | Dust and clean the cabinets, vanities, backsplashes and counter tops of dirt, dust and any greasy build up.  | <input type="checkbox"/> <b>Step 16</b> | Ensure any patios, porches, walkways or driveways are swept and free of stains. All yards or landscaping must be clean and look maintained. |
| <input type="checkbox"/> <b>Step 7</b>  | Thoroughly clean the stove, oven and ventilation hood inside and out.  | <input type="checkbox"/> <b>Step 17</b> | Remove all personal property, including trash, from the premises.   |
| <input type="checkbox"/> <b>Step 8</b>  | Thoroughly clean the sinks and toilets with disinfectant cleaners.   | <input type="checkbox"/> <b>Step 18</b> | Schedule the Pre-Move Out Inspection with management.   |
| <input type="checkbox"/> <b>Step 9</b>  | Scrub down bathtubs and showers with disinfectant cleaners.  | <input type="checkbox"/> <b>Step 19</b> | DATE/TIME: _____<br>Attend the Pre-Move Out Inspection and get a copy of the inspection.  |
| <input type="checkbox"/> <b>Step 10</b> | Dust ceiling fans and light fixtures. Replace burnt out bulbs.   | <input type="checkbox"/> <b>Step 20</b> | Turn in all keys, remotes and other property included with the rental agreement.  |

### Notes:

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Management can complete all the required interior cleaning for between \$150-\$250 depending on the size of your home. Please call the management office at 619-269-0276 with any specific questions or concerns about the move out process.

# Tenant's Notice of Intent to Vacate

California Civil Code § 1946

Resident(s): \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

Leased Premises: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please take notice that all Residents stated above and all other occupants will be terminating the tenancy and vacating the Premises on or before \_\_\_\_\_, 20\_\_ ("Termination Date")

Residents understand that Premises must be fully vacated (persons and property) and all keys returned to Owner/Agent or Resident will remain liable for all rent and other terms of the rental agreement until actual possession of the Premises is given to Owner/Agent. This Notice is meant to be a formal written Notice of Intent to Vacate as required by California Civil Code Section 1946 and/or pursuant to the terms of the rental agreement between Residents and Owner/Agent. As such, said Termination Date constitutes a firm date that Owner/Agent can rely upon to be returned possession of the Premises. Owner/Agent may use this Termination Date to pursue Owner/Agent's legal remedies against Residents if Premises are not fully vacated and keys returned by Termination Date.

*Residents understand that all rent and other charges agreed upon under the rental agreement are due and payable up through the Termination Date or the date of actual possession of the Premises (whichever is later). Residents understand that the rental amount shall be pro-rated through the Termination date. Residents further understand that the security deposit may not be used to pay for the last month's rent.*

**Preliminary Move-out Inspection Notice:** Residents understand and have been hereby notified pursuant to Ca. Civil Code Section 1950.5 that they have an option to request an initial inspection of the Premises by Owner/Agent to occur within the two weeks prior to their Termination Date and they have a right to be present at this inspection. At this pre move-out inspection, Owner/Agent will provide Residents with a check-list of repairs/deficiencies that Residents will have an opportunity to cure (pursuant to the terms of the rental agreement) prior to Owner/Agent's final inspection, in an effort to avoid deductions from Residents' security deposit. If Residents request this pre move-out inspection, Owner/Agent will give Residents at least 48 hours' prior written notice of the date and time of the inspection. Owner/Agent may proceed with inspection even if Residents are not present unless Residents previously withdraw the request.

Pursuant to California law, Owner/Agent may show the Premises to potential tenants after giving Residents reasonable notice, or at least 24 hours notice. Furthermore, Owner/Agent will not be responsible for personal items left in the Premises, such as cable boxes, telephones and other personal items.

**Residents' Forwarding Address:**

**Reasons for Vacating:** (Optional): \_\_\_\_\_

**Reference:** ☐ We would like a reference from you. ☐ We would not like a reference from you.

**Agreed By: (All Residents of Premises 18 years of age and older Must Sign):**

Resident(s):

|       |            |
|-------|------------|
| _____ | Date _____ |
| _____ | Date _____ |
| _____ | Date _____ |
| _____ | Date _____ |



## Waiver to Receive Itemized Deposit Documentation

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### WAIVER OF RIGHT TO RECEIVE DOCUMENTATION WITH ITEMIZED DISPOSITION OF SECURITY DEPOSIT

I \_\_\_\_\_ of the premise located at

\_\_\_\_\_.

"I understand that under Civic Code 1950.5(g), I have the right to receive documentation supporting any deductions to my security deposit. I waive my right to receive this supporting documentation. I am not waiving my right to itemized statement, which will be provided by Owner/Agent within 21 days after I vacate the premises".

The law provides at Civil Code Section 1950 (2) and (3) that,

(2) Along with the itemized statement, the landlord shall also include copies of documents showing charges incurred and deducted by the landlord to repair or clean the premises, as follows:

(A) If the landlord or landlord's employee did the work, the itemized statement shall reasonably describe the work performed. The itemized statement shall include the time spent and the reasonable hourly rate charged.

(B) If the landlord or landlord's employee did not do the work, the landlord shall provide the tenant a copy of the bill, invoice, or receipt supplied by the person or entity performing the work. The itemized statement shall provide the tenant with the name, address, and telephone number of the person or entity, if the bill, invoice, or receipt does not include that information.

(C) If a deduction is made for materials or supplies, the landlord shall provide a copy of the bill, invoice, or receipt. If a particular material or supply item is purchased by the landlord on a ongoing basis , the landlord may document the cost of the item by providing a copy of a bill, invoice, receipt, vendor price list , or other vendor document that reasonable documents the cost of the items used in the repair or cleaning of the unit.

(3) If a repair is to be done by the landlord or the landlord's employee cannot reasonably be completed within 21 calendar days after the tenant has vacated the premises, or if the documents from the person or entity providing services, materials, or supply are not in the landlord's possession within 21 calendar days after the tenant has vacated the premises, the landlord may deduct the amount of a good faith estimate of the charges that will incurred and provide that estimate with the itemized statement. If the reason for the estimate is because the documents from a person or entity providing services, materials, or supplies are not in the landlord possession, the itemized statement shall include the name, address, and telephone number of the person or entity. Within 14 calendar days of completing the repair or receiving the documentation, the landlord shall complete the requirements in paragraphs (1) and (2) in the manner specified.

Owner/ Agent's address for the return of this form: \_\_\_\_\_

To Resident: Please sign the form and return it to the Owners/Agent at the above address listed above.

Resident \_\_\_\_\_ Date \_\_\_\_\_

Resident \_\_\_\_\_ Date \_\_\_\_\_

# Notice of Resident's Right to Request Pre Move-Out Inspection

Civil Code section 1950.05(f)(1)

Resident(s): \_\_\_\_\_  
and All Unnamed Occupants.

Owner/Agent: \_\_\_\_\_

Leased Premises: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. You are hereby notified that you have the legal right to request an initial inspection of your unit, and you have the right to be present during that inspection.
2. Upon your request, Owner/Agent will make an initial inspection of your unit at a reasonable time.
3. The purpose of this inspection is to allow you the opportunity to identify and correct any deficiencies in the unit in order to avoid deductions from the security deposit.
4. You may not make any modifications or repairs to the unit that are prohibited by the rental or lease agreement.
5. After the initial inspection, Owner/Agent will provide you with an itemized statement specifying the repairs or cleaning that will be the basis for any deductions to the security deposit. This will not be a final accounting of deductions from the security deposit.
6. You may make the corrections during the period following the inspection through the termination of the tenancy in order to avoid deductions from the security deposit.
7. You have the right to be present during the inspection; however, the inspection may take place in your absence with your consent.
8. No later than 21-days after return of possession, you will be provided with an itemized disposition of security deposit, indicating the basis for, and the amount of any security deposit that was received and the disposition of such for any damages.

Date: \_\_\_\_\_ Return this form to Owner/Agent

Owner/Agent: \_\_\_\_\_  
Date \_\_\_\_\_

**Resident please check only one box below.**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I decline the initial inspection.  |
| <input type="checkbox"/> | I request the initial inspection of my unit, and I wish to be present. My phone number to contact to arrange for the inspection is ( ) _____-_____.  |
| <input type="checkbox"/> | I request the initial inspection of my unit, but I will not be present. My phone number to contact to arrange for the inspection is ( ) _____-_____. |

**Resident please check only one box below.**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I waive my right to 48 Hour Notice by the Owner/Agent prior to their entry of the unit to perform the initial inspection as allowed by Civil Code section 1950.05(f)(1) |
| <input type="checkbox"/> | I want Owner/Agent/ to provide 48 hour notice prior to their entry of the unit to perform the initial inspection.   |

Resident(s): \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_



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