

## **ALL TENANTS GIVING NOTICE TO MOVE:**

The attached cleaning checklist is what will be used to determine any cleaning needed after you move out. It is our policy to take the original move-in checklist that you provided to us upon your move-in to use as a guide on our walkthrough once you have vacated. It is our goal to avoid any problems or discrepancies with your security deposit refund.

A reminder as per your rental agreement the following applies:

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- ✓ **Rent WILL be charged thru your 30-day notice period.**
- ✓ **Rent WILL be charged thru the day that keys are returned (after your 30-day period)**
- ✓ **Carpets require a PROFESSIONAL shampoo as was done prior to your move-in. You may have it done and provide us with a receipt, or we can have it done once you have vacated and deduct it from your security deposit. Renting a shampooer DOES NOT CONSTITUTE professional cleaning.**
- ✓ **Any cleaning required will be a minimum of \$34.00 service call.**
- ✓ **If you are building or purchasing a house and your move may be delayed, please use caution when giving your notice. Once we have re-rented your unit, even if your move is delayed, you will still have to move out by the date on your notice.**

Any deductions made from your security deposit will be used for the specific work required-- i.e.: cleaning, carpet shampooing, etc. as charged. At no time are any fees or percentages paid to 4-Seasons for deductions made for cleaning or repairs. Unfortunately, once in a while a tenant will be under the impression that this is the case.

We hope this will clarify our policy and to avoid in advance any problems that might occur. By law we have 21 days to return your security deposit to you. We will do our best to return it as soon as possible.

Thank you in advance for your cooperation.

Sincerely,

Management

# THIRTY-DAY NOTICE OF RESIDENT(S) INTENT TO VACATE

TO: \_\_\_\_\_ (Owner/Agent)

You are hereby given notice that \_\_\_\_\_ (Resident(s))

intend(s) to terminate the tenancy and to move from the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)

\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

as of \_\_\_\_\_ (Date).

It is understood as follows:

- that a Thirty-Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies;
- for a Resident on a fixed-term lease, a Thirty-Day Notice of Intent to Vacate does not release Resident from any obligation of the lease, including payment to the end of the lease term;
- Resident's possession of the unit remains in effect until all belongings are removed and all keys returned; and
- 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 Owner/Agent, whichever is later.
- Resident cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.

The Resident's reason(s) for terminating the Rental Agreement is as follows: *(optional)*

Forwarding Address: \_\_\_\_\_

New Phone Number: \_\_\_\_\_

## NOTICE OF RIGHT TO INITIAL INSPECTION:

I understand that I have the right to request an initial inspection of my unit and to be present during that inspection, which shall occur no earlier than two weeks before the termination of the tenancy and during normal business hours. I also understand that at this initial inspection, the Owner/Agent will provide an itemized statement specifying repairs or cleaning that are proposed to be the basis for the deductions from the security deposit. I understand, however, that this may not be a final accounting of deductions from my security deposit. I understand that no later than three weeks (21 days) after Owner/Agent has regained possession of the premises, Owner/Agent shall provide me with an itemized statement, indicating the basis for, and the amount of, any security received and the disposition of the security and shall return any remaining portion of such security deposit to Resident.

*(Check only one option below)*

- I decline the initial inspection.
- I request the initial inspection of my unit, and I wish to be present.
- I request the initial inspection of my unit, but I will not be present.

Contact me to arrange for the inspection. \_\_\_\_\_ (phone)

*(If requesting initial inspection, check only one option below)*

- I waive my right to 48-hour notice by the Owner/Agent prior to his/her entry of the unit to perform the initial inspection, as allowed by Civil Code section 1950.5(f)(1)
- I want Owner/Agent to provide 48-hour notice prior to his/her entry of the unit to perform the initial inspection

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

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



## WORK TO BE COMPLETED:

_____ Remove Cobwebs	_____ Clean Exterior all Appliances
_____ Spot clean walls & woodwork	_____ Run Garbage Disposal
_____ Clean Baseboards	_____ Clean & Degrease all Kitchen Countertops
_____ Clean all Switchplates & Outlet Covers	_____ Try all Burners & Oven
_____ Replace all Missing/Burned Out Lightbulbs	_____ Clean all Exterior Bathroom Cabinets/Drawers
_____ Replace all missing Outlet/Cable/Light Cover:	_____ Clean all Interior Bathroom Cabinets/Drawers
_____ Wash All Interior Windows	_____ Clean all Sinks
_____ Wash All Exterior Windows	_____ Clean all Toilets
_____ Wash All Screens	_____ Clean Showers/Bathtubs
_____ Clean All Window Tracks	_____ Remove Hardwater Buildup from Tub/Shower
_____ Dust All Blinds	_____ Remove Hardwater Buildup from Shower Doors
_____ Wash All Blinds	_____ Clean Mirror
_____ Wash/Scrub all Floors	_____ Clean Exterior/Interior Medicine Cabinet
_____ Clean all Door & Door Handles	_____ Dust exterior of all heaters, grates & vents
_____ Clean all Light Fixtures	_____ Clean Fireplace
_____ Clean Exterior Kitchen Cabinets/Drawers	_____ Vacuum around edges of all carpets
_____ Clean Interior Kitchen Cabinets/Drawers	_____ Vacuum Carpets
_____ Clean Stove Vent Hood	_____ Sweep/Hose down porches, patios, entrances
_____ Clean Under Stove Top	_____ Clean Front Door
_____ Clean Interior of Stove	_____ Check Smoke Detector
_____ Clean Broiler	_____ Check Carbon Monoxide Detector
_____ Run Complete cycle dishwasher	_____ Clean any other items pertinent to your rental

**\*\*Note - This list is not exclusive to all units. Your individual unit may have additional fixtures/features that will require extra cleaning.**