

THIRTY DAY NOTICE OF INTENT TO VACATE

This is my/our minimum 30 day notice to vacate the premises located at: _____

Apt # _____. I/We intend to vacate on or before _____. We are aware of section 1946 of Civil Code of California, which states that a minimum 30-day written notice must be given prior to termination, and that the rent shall be due and payable to and including the date of termination. We further understand that I/we vacate later than the termination date, we will be charged double the daily prorated rent for each day beyond the termination date. RESIDENT may also be liable to damages due to OWNER'S loss of prospective new RESIDENTS.

Reason for termination: _____

Forwarding address (es): _____

Telephone #1: Day _____ Evening _____ Cell _____

Telephone #2 Day _____ Evening _____ Cell _____

1. GENERAL CLEANING REQUIREMENT

Unless you thoroughly clean the apartment to the same condition in which it was presented to you at the onset of your tenancy (as outlined below), we will have to use a professional cleaning crew to bring the apartment to that standard and will pass the reasonable fee on to you. Please contact our office for the breakdown of the cost charged by the cleaning company we use. Should you only partially clean the apartment, we will be forced to hire our cleaning company anyway and pass the associated cost. As our cleaning company charges a fixed service call price and does not reduce their fee for a partially cleaned apartment, we recommend that you don't attempt to clean the apartment on your own, unless your intent to do a very thorough job, as outlined below.

Clearing the Apartment and Parking stall

All personal items, furniture, trash, litter, clothing, papers, and other items brought into the apartment and into the assigned parking areas and storage units must be removed from the property.

Cleaning: In addition to general cleaning, proper attention must be given to the following, as the areas are typically overlooked by outgoing tenants

- Shower and tub enclosures must be cleaned until free of smudges, streaks, and mineral deposits.
- Shower stalls and tubs must be completely cleaned of any deposits, dirt, and mildew.
- Screens must be cleaned and/or washed until free of dirt and dust.
- Blinds must be cleaned and/or washed until free of dust, dirt, and stains.
- Both sides of windows and window coverings must be cleaned.
- All appliances must be cleaned of deposits, food debris, stains, and be free of smells.
- All flooring surfaces, including areas under appliances and inside closets, must be cleaned to be free of dust, stains, and smells.
- Your assigned garage spots and garage spaces must be cleaned of grease, debris, and free of personal items.

2. WEAR AND TEAR

Ordinary wear and tear are considered normal use. It does not include anything that has been scratched, marred, has holes, spots, tears, stains, rips, is broken or missing items, or which has had premature reduction of standard life.

3. DEPOSIT REFUND POLICY

Just prior to termination of your tenancy, the manager will perform an initial inspection, if so, requested by you. You waive your rights to this initial inspection if your request for such has not been received in writing in a timely manner. When the apartment is completely vacated the property manager, independent inspector, and/or another management representative will determine the corrective action necessary to restore the apartment to its original condition. You must show adequate receipts and invoices to prove all the above conditions were met. These conditions must be met by the end of the 30-day notice.

4. RIGHT OF ENTRY

Upon submission of this notice the owner/landlord has the right to enter for the showing to prospective renters. The premises will be shown during normal business hours to prospective renters, buyers, lenders, and/or for normal inspection and repairs. Should tenant refuse entry charges will incur of double the daily rental amount.

This form must be signed by all parties in the presence of each other on the same date.

TENANT'S SIGNATURE _____ PRINT NAME _____ DATE _____

TENANT'S SIGNATURE _____ PRINT NAME _____ DATE _____

TENANT'S SIGNATURE _____ PRINT NAME _____ DATE _____

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Reference Data from Manager

Manager signature _____ Date Manager Received Notice _____ Date Sent to Office _____

Building _____ Unit _____ Apartment Condition: Excellent _____ Fair _____ Poor _____