



To: All Departing Tenants
From: California Leasing, Inc.
Re: When it comes time to move

We understand that moving can sometimes be a challenge, and even confusing when it comes to rental property. We have prepared this handy guide in order to help you better understand the move-out process. You may have received some of this information at move-in, but it is always helpful to have a small reminder.

Giving Your Notice

California Leasing, Inc. tenants are required to give 30-days notice prior to moving. We have provided herein a "Notice to Vacate from Tenant Form" to be used when you anticipate moving. A copy may also be found on the Tenant page of our website.

Before giving notice:

- Check your rental agreement/lease to see if you are eligible to give notice. It will specifically state when you can give notice. A lease is a binding agreement for a set period and you may still be bound to the lease.
- If you need to move and you are still committed to a lease period, contact your California Leasing, Inc. management team to discuss your options.
- Notices must be in writing. The day California Leasing, Inc. receives the notice is the date the notice begins. For example, do not fill out a notice with the current date and mail it five days later, thinking the date you mailed is the notice date.
- California Leasing, Inc. does not accept notices by e-mail because of lack of signature; California Leasing, Inc. does receive notices by fax.
- California Leasing, Inc. does not provide rental history to other landlords/property management companies unless tenants submit a written Notice to Vacate and the tenant gives the authority to California Leasing, Inc. to give out rental references.
- The California Leasing, Inc. Notice to Vacate from Tenant contains the authorization for allowing California Leasing, Inc. to give out rental references. This form is included with this information.

Setting Up Your Move-out Appointment

- If you wish to have a pre-move out inspection please make said request in writing.
- California Leasing, Inc. only performs pre-move out appointments during weekdays, 9 am to 5 pm.
- It is the responsibility of the resident to deliver all keys and openers to California Leasing, Inc.
- Failure to deliver keys and openers could incur additional charges.
- Remember to supply a forwarding address and telephone number for your security deposit refund.

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Preparing the property

When you are ready to move, if you have questions on how to prepare your residence, please call your California Leasing, Inc. management team, and discuss your concerns with them. We want your move to be a pleasant and successful one. The following are the steps to take for your move.

Cleaning

- Have the property cleaned throughout the interior and the exterior.
- This includes vinyl or tile floors, windows inside and out, window sills and door casings, mini-blinds, wiping out drawers and shelves, all appliances, sinks, toilets, bath tubs, showers, vanities, light fixtures, fireplaces, removal of cobwebs inside and out, etc.
- Tenant caused dirt is not normal “wear and tear.”
- Pick up debris and animal feces on the exterior of the property and place them in the proper trash receptacles.

Carpet Cleaning

- Carpets should be vacuumed. • Carpet cleaning will be required.
- Do NOT rent carpet-cleaning machines, use home cleaning machines, or employ chemical cleaning companies. Only professional truck-mounted steam cleaning from a reputable company is accepted.
- The carpet cleaner must perform their work to the satisfaction of California Leasing, and a receipt is required.
- California Leasing, Inc. will not reimburse for any carpet cleaning contracted by tenants.

Draperies/Window Coverings/Windows

- You are not expected to dry clean draperies unless you have caused excessive soil or allowed water damage from open windows. Draperies with water stains could require replacement. Discuss this with your management team.
- Wipe all mini blinds – do not use harsh chemicals on the blinds.
- Clean all windows inside and out.

Replacements

The following must be in working order to avoid charges when moving out:

- Burned out light bulbs
- Non-working smoke detector batteries
- Missing doorstops • Furnace filters - change the filter just before you vacate the property, and make sure you use the correct size.

Pets

If you had a pet, upon vacating the premises you will be required to:

- Have the carpets (if any) professionally cleaned and chemically deodorized.
- Have professional pest control for all possible animal borne pests including, but not necessarily limited to, fleas and ticks.



- If you fail to provide receipts for the above services we will perform them at your expense and the costs for said services will be deducted from your pet and/or security deposit. Landscape Clean Up

- The outside area is to be neatly mowed, trimmed, pruned, fertilized, and watered for outside areas that apply in your rental contract.
- Remove all trash and debris, placing in the proper receptacles.
- Remove grease or oil drips; dispose of motor oil properly – it does not belong in the garbage receptacles.
- Pick up any animal feces whether you have an animal or not. Trash
- If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense.
- Place all other trash within the appropriate trash receptacles for normal trash removal. • Do not overflow trash receptacles.

Painting

- We request that you do not touch up paint unless you are sure the paint will match.
- Charges will occur if unnecessary painting is required due to tenant painting.
- Charges for painting depend on whether it exceeds normal wear and tear, and the length of time in the property.

Your Security Deposit Refund

When you follow the move out procedures and leave the property in good condition, it simplifies the task of refunding your security deposit. California Leasing, Inc. remits security deposit transmittals within 21- days in accordance with the State of California landlord/tenant law. Please make sure our office has your forwarding address. Remember, California Leasing, Inc. wants your move out to be a pleasant and successful process.



NOTICE OF INTENT TO VACATE

Date: _____
To: California Leasing, Inc. (agent for owner)
Re: Notice of Intent to Vacate
Property: _____

As of today’s date, we the tenants at the above referenced property, hereby give a _____ day notice of our intent to vacate. We will vacate the premises on the date _____.

- 1. We understand we are obligated to pay rent until the end of our notice and/or lease.
- 2. We understand that California Leasing, Inc., as agent for the owner, has 21-days in which to return any unused portion of our security deposit and that, unless we provide a forwarding address below, this will be mailed to the Property address.
- 3. We give permission for California Leasing, Inc. to provide references to other property owners inquiring about our rental history.

The following notices are provided pursuant to California law.

- 4. Pursuant to California Civil Code Section 1950.5 you have the right to request, and be present at, an initial inspection of the property prior to your vacating. In order to avoid confusion, please make any request to our office in writing. Legally, the inspection cannot take place any more than two weeks before the date you vacate and/or the end of the lease.
- 5. Assembly Bill 2521 states that the total resell value of individual real estate assets (aka: “various stuff and junk”) remaining behind by a renter after the termination of a tenancy that the property owner must sell at a public auction (rather than get rid of or maintain for his or her own use), has been set at \$700. AB 2521 also prevents a property owner or manager from charging a storage space fee if the renter reclaims the personal property within (2) days of vacating the unit.
- 6. 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.

Tenant

Date

Tenant

Date

Forwarding Address (if known):