

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



Date Notice Given \_\_\_\_\_ Property \_\_\_\_\_  
Resident(s) Name \_\_\_\_\_ Apt. # \_\_\_\_\_ MTM or Lease date ends \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date to Vacate \_\_\_\_\_ Changed/Cancel \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_\_

It is understood as follows:

- That a written Thirty-Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies;
- That the written Thirty-Day Notice of Intent to Vacate must be served on the Property Manager or Authorized Representative personally, by certified or registered mail, or by substituted or "post and mail" service as allowed by Code of Civil Procedure Section 1162.
- For Resident's 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 that final date of possession, or thirty (30) days after service of this notice to Property Manager, whichever is later.
- Resident cannot use the security deposit as last month's rent. **Last month's rent is payable by cashier's check or money order only.**
- The occupancy of the above apartment is to be terminated on or before midnight of the above vacate date. Any property remaining on the premises after that date will be disposed of as prescribed by law. The apartment will be shown to prospective residents at reasonable times commencing immediately. \_\_\_\_\_ **Initial**
- If Resident fails to vacate the unit on the date that was specified, without giving the Property Manager an additional two (2) weeks written notice, Resident will be responsible for any resulting damages to Property Manager and any new Resident who intended to occupy the premises.

## REASON FOR MOVE OUT (Please check and/or circle one)

☐ Roommate only

- ☐ Bought Home ☐ Transfer within property ☐ Job transfer/promotion ☐ Lost job / other financial ☐ Asked to move  
☐ Change in number in household ☐ Larger apartment ☐ Skip ☐ Eviction ☐ Noise ☐ Rent ☐ Security issue  
☐ Lost / gain roommate ☐ Maintenance issue ☐ Other \_\_\_\_\_

Forwarding address \_\_\_\_\_

Unit # (if applicable) \_\_\_\_\_ Email: \_\_\_\_\_

Current phone number ( \_\_\_\_\_ ) \_\_\_\_\_ New phone number ( \_\_\_\_\_ ) \_\_\_\_\_

## NOTE: MOVE OUT INSPECTIONS MAY ONLY BE CONDUCTED BY APPT. BETWEEN 9AM – 5:45 PM.

KEYS MUST BE TURNED INTO THE OFFICE BETWEEN 9AM-6PM, OR DROPPED THROUGH THE DOOR SLOT AFTER HOURS, FOR THE UNIT TO BE CONSIDERED SURRENDERED. YOU WILL BE CHARGED FOR ALL UNRETURNED KEYS AND REMOTES.

**Please do not mail or leave keys in the apartment.**

## 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 Property Manager 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 Property Manager has regained possession of the premises, Property Manager 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)

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

Contact me/us to arrange for the inspection: ( \_\_\_\_\_ ) \_\_\_\_\_ (Resident's phone)

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

- ☐ I/We waive my right to 48-hours' notice by the Property Manager prior to his/her entry of the unit to perform the initial inspection, as allowed by Civil Code section 1950.5(f)(1)  
☐ I/We want Property Manager to provide 48-hours' notice prior to his/her entry of the unit to perform the initial inspection.

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

(Rev. 1/2020)

P.O. Box 7227 • Van Nuys, CA 91409