

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



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AFTER YOU FILL OUT THE INTENT TO VACATE FORM

To ensure your entries on the interactive form are preserved, **choose “Save As” and give it a new file name**, otherwise your data may be lost upon closing the file. **Email the completed form with a wet signature to: linkha@sgvmanagement.com.**

NOTES ON MOVE-OUT PROCEDURE

If your move out date is mid-month (not on the last day of the month) you will only be responsible to make a payment of the pro-rated amount. The Appfolio system always shows on your tenant ledger that the full month is due. We can't change that but in the case of move-out during the month you will only pay the pro-rated amount and the rest will get balanced by our bookkeeper after move out.

Proration is always calculated as follows:

Monthly rent amount divided by 30 equals the daily rate. It doesn't matter if there are 29 or 31 days in the month, the calculation is always based on 30. Then take the daily rate times the number of days of tenancy in the month.

Example:

If your rent is \$1,000.00 and your last day is on the 12th of the month the calculation would be as follows:

Rent: \$1,000.00 divided by 30 = \$33.33 per day.

Number of days of tenancy in the month: 12 times \$33.33 = pro-rated amount due is: \$399.96

RETURN OF SECURITY DEPOSIT

Security deposits are sent out to the forwarding address you provide on the Intent to Vacate form. They are sent within 21 days of the move-out date.