



## Form Instructions for 30-Day Notice of Residents’ Intent to Vacate

This form is to be used when *all* tenants intend to vacate the property. For roommate changes, please use the form on our website titled “Roommate Change Packet”.

Please be sure to note the following:

- 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 are returned
- 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 the last month’s rent. Rent is payable through the termination of the tenancy.
- Any utilities billed to Resident per the Lease Agreement must remain in Resident’s name until the end of the lease term

A move-out letter with detailed instructions for your moveout will be sent to you within 3 business days of Sonoma Marin Property Management’s receipt of your notice.

If you have any further questions about the move-out process, please contact us.

Sincerely,

Sonoma Marin Property Management  
5680 State Farm Dr., Ste. 106F  
Rohnert Park, CA 94928  
(707) 583-7775  
[sonomamarinproperties@gmail.com](mailto:sonomamarinproperties@gmail.com)  
SonomaMarinRealtyGroup.com



Thirty Day Notice of Resident(s) Intent to Vacate  
(All Residents Vacating)

To: Sonoma Marin Property Management, Inc.

You are hereby given notice that the Resident(s), \_\_\_\_\_  
\_\_\_\_\_,  
intend to terminate tenancy and to move from the premises located at \_\_\_\_\_  
\_\_\_\_\_ (address) as of \_\_\_\_\_ (date).

Residents' reason for terminating the rental agreement:

\_\_\_\_\_

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

Forwarding Phone Number: \_\_\_\_\_

Security deposit refund check will be payable to all tenants on one check if one tenant is not designated. This may require that all tenants be present at the bank to deposit the check.  
Designated Resident: \_\_\_\_\_

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 deductions from the security deposit. I understand that no later than 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.

By signing below, Resident(s) acknowledge the Notice of Right to Initial Inspection, the Form Instructions for 30-Day Notice of Residents' Intent to Vacate, and certify that all the information provided in this form is correct.

X \_\_\_\_\_ Date: \_\_\_\_\_ X \_\_\_\_\_ Date: \_\_\_\_\_  
X \_\_\_\_\_ Date: \_\_\_\_\_ X \_\_\_\_\_ Date: \_\_\_\_\_  
X \_\_\_\_\_ Date: \_\_\_\_\_ X \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
To be completed by management company:

Date Received by Sonoma Marin: X \_\_\_\_\_ by: \_\_\_\_\_