



Notice of Intent to Vacate

I (we), please print your name(s) _____

intend to vacate the premises that I (we) currently reside in located at:

Street Address

City

State

Zip

on the _____ day of _____ 20 ____.

Day

Month

Year

Reason for vacating: _____

My (our) forwarding address:

Street Address

City

State

Zip

My (our) forwarding telephone number: _____

Submitted this _____ day of _____ 20 ____.

Day

Month

Year

I (we) acknowledge that I (we) have read and understand the attached move-out guidelines (page 2 of 2). I further understand that California *Civil Code §1950.5(f)* states I (we) may request to have a pre-inspection walk through up to two weeks prior to vacating the property. The request must be in writing and will be performed at a mutually agreeable appointment time during normal business hours.

Tenant #1 Print Name

Tenant #2 Print Name

Tenant #1 Signature

Tenant #2 Signature

Tenant #3 Print Name

Tenant #4 Print Name

Tenant #3 Signature

Tenant #4 Signature

[] PropertyADVANTAGE
5142 Avenida Encinas
Carlsbad, CA 92008
PH: (760) 585-1700 FX (760) 438-6886

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419 South Coast Hwy
Oceanside, CA 92054
PH: (760) 585-1700 FX (760) 722-3779



Tenant Move-Out Guidelines

The following steps **must** be taken to ensure that your security deposit is returned to you in a timely manner, by California state law, within **three** weeks:

1. **How to leave residence** – Upon vacating the premises, be sure to leave the residence, all appliances and surfaces, **clean**, **empty**, and **neat**, just as you found it when you moved in. If you decide to have the professional cleaning of the property and carpet done yourself, we will need to be provided with the receipts.
2. **Keys** – You **must** return all keys that pertain to the residence (i.e. doors, storage, mailbox, etc.) to our office on or before the scheduled move-out date. You may put the keys through the mail slot at any time. (They must be put in a marked envelope for identification purposes.) You will continue to be liable and responsible for rent until we receive all keys.
3. **Personal belongings/items** – All personal belongings and items (i.e. furniture, clothes, etc.) must be removed from the premises on or before the scheduled move-out date. Any items left or abandoned in the premises after your move-out will be removed and discarded at a cost to you.
4. **Maintenance issues** – Please inform us of any maintenance items that you are aware of in the residence (i.e., non-functioning oven, stove, lights, fans, plumbing, etc.).
5. **Pre-Inspection** – Under California *Civil Code §1950.5(f)1* you may request to have a pre-inspection walk through up to two weeks prior to vacating the property. The request must be in writing and will be performed at a mutually agreeable appointment time during normal business hours.
6. **Forwarding address and phone number** – Very important. You **must** inform us of your **new** address and telephone number so we can forward your security deposit refund and any other correspondence to you.

It has been nice having you as our tenant, and we hope that we may be of service to you again in the future. Please feel free to call us with any questions that you might have.

Thank you,

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