

# NOTICE OF INTENT TO VACATE

On \_\_\_\_\_ I/We, \_\_\_\_\_,  
Today's date Please print name(s) of tenant(s)

give notice to vacate \_\_\_\_\_ in the City of \_\_\_\_\_, CA.  
Your rental address City

I/We will vacate and release possession of property to owner or owner's agent on or before \_\_\_\_\_  
Date of planned vacancy

**Note:** A Notice to Vacate by one tenant is a Notice to Vacate by all tenants stated on Rental/Lease Agreement. All rental contracts require a 30-day notice to vacate. Notices to vacate will be charged a full 30 days of rent from the date of notice or through the end of the lease contract, whichever is longer. Failure to pay through the 30 days or through the termination of the lease may result in additional charges to your security deposit and/or legal action to collect. Failure to move out or pay rent by the end of the 30 days may result in an eviction and responsibility for all associated charges.

**YOU ARE NOTIFIED** - that upon delivery of your Notice to Vacate to Access Property Management, California Civil Code 1950.5(F) entitles you to a "pre-move out inspection" that would take place no later than 14-days prior to the termination of your tenancy. The purpose of the pre-inspection is to allow you an opportunity to remedy identified repairs upon your rental unit as well as cleaning. If you desire to repair identified items or perform cleaning, all repair work upon your rental unit must be of competent workmanlike quality characteristic of an open market skilled person standard AND all cleaning must be of competent quality open market cleaning. Carpet cleaning must be performed by truck mounted vendor. ALSO, Civil Code 1950.5 (B) requires tenant to surrender rental property in the same condition as tenant received property upon move-in.

I/We hereby agree that if this property is not left by us in the same or better condition as when we took possession, minus normal wear and tear, that all charges associated with returning the property to market-ready condition – including thorough cleaning, general repairs, and painting – and any unpaid/overdue rent, charges, and service fees will be charged against my/our security deposit.

**For our records, please state a reason for vacating:** \_\_\_\_\_

**Forwarding address:** (If no forwarding address is given, Tenant's deposit will be mailed to last known address)

Street address or P.O. Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

New Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Tenant Name – Please Print

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Name – Please Print

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

**Additional Tenant(s), if any:** please use reverse side.

**Acknowledgment of Receipt:**

\_\_\_\_\_  
Access Property Management Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tenant file pulled: \_\_\_\_\_ by \_\_\_\_\_

Owner Notified: \_\_\_\_\_ by \_\_\_\_\_