

Move Out Process – Tenant Information & Expectations

What to do After Submitting your 30-Day Notice to Vacate:

- 1) **Cancel automatic or online rent payments** prior to your move out
- 2) **Schedule Pre-Move Out Inspection to take place 1 - 2 weeks prior to your move out date.** This inspection should take place well before you move so you have time to remedy any damages identified during the inspection. *See Below for more details about Pre-Move-Out Inspection.*
- 3) **Provide a forwarding address** to which you want your security deposit refund check mailed to
 - The security deposit check and itemized closing statement will be postmarked no later than 21 days after you return possession of the rental property
 - The check will be made payable to ALL persons named on the lease; unless each person on the lease provides written instructions requesting otherwise
- 4) **Clean and prepare the rental property** -- In general you must leave the unit in the same clean condition you received it, normal wear and tear excepted.
 - Things that may result in deductions against your security deposit include, but not limited to:
 - Damages and/or unauthorized alterations (painting, missing fixtures, stains/chips/holes on walls, counters, doors, etc)
 - Missing or damaged smoke detectors and/or CO detectors
 - Hauling of personal items or trash from inside or outside the unit/garage/carport/storage. Do not overfill the trash receptacle – extra pick up by trash company will be charged to you
 - If you are responsible for landscape maintenance: mow, trim, remove yard debris; expect deductions for dead or damaged lawn, plants, shrubs etc
 - Damages caused by problems or defects you unreasonably failed to report
 - Missing remotes, keys, parking passes
 - Past due rents, late fees, and misc. repair or utility charges
 - Cleaning specifications to complete prior to move out:
 - Professional cleaning of carpets, flooring – provide receipt for any services you employ Wash walls, baseboards, switch plates, interior & exterior of cabinetry, closets, drawers, doors
 - Clean and disinfect bathrooms, kitchen and appliances
 - Clean interior of windows and window coverings
- 5) **Return all keys** (door, mailbox, common area, parking area, etc.) and remotes to our office as soon as you have vacated the property. **You will be charged daily rent until all keys and remotes are returned to our office @ 1713 Artesia Blvd, Suite D, Manhattan Beach CA 90266.**

*Per Civil Code 1950.5 you have the right to request an inspection of your residence **prior to your move out**; you may or may not be present at this pre-move out inspection.*

- The purpose of the pre-move out inspection is to identify conditions that you should address and/or remedy prior to your vacating in order to avoid deductions from your security deposit.
- The **pre-move out inspection should take place one to two weeks prior to your move out** so you have time to remedy any conditions cited during the inspection.
- The pre-move out inspection will not take place unless you specifically request it.
 - Call or email the office to schedule an inspection appointment
 - Inspection appointments available Monday through Friday between 9:00am – 4:00pm.
- You may be given recommendations, if any, for cleaning, repairing damages, correction of alterations etc.
- The refund of your deposit is subject to a final inspection by management after you vacate. You may be charged for any alterations or damages that are not visible at the time of or that occur after your pre-move out inspection.