



California Tenants -- Letter to give your notice of intent to vacate and to schedule a pre-move-out inspection with landlord.

Instructions:

- 1. Click here to open a Microsoft Word version of this sample letter
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. This sample letter is intended to be used to give your notice of intent to vacate and to schedule a pre-move-out inspection with landlord.
4. Please note that you should tailor this letter to the facts in your case. This template is not a substitute for legal advice. If you need help finding a tenant attorney, please see the Tenants Together Directory.
5. Once filled out with your information, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

()

Comment [AI1]: Date

()
()

Comment [AI2]: Full name of landlord and/or property manager

Comment [AI3]: Address of landlord and/or property manager

Dear (),

Comment [AI4]: Full name of landlord and/or property manager

We () were tenants at () from () until (). A security deposit of () was paid on (). We will be vacating the property on ().

Comment [AI5]: Name(s) of tenant(s)

Comment [AI6]: Address, city, state, zip

Comment [AI7]: Move-in date

Comment [AI8]: Move-out date

Comment [AI9]: Amount of security deposit

(We would like to schedule a pre-move-out inspection, to take place no sooner than two weeks before the end of our tenancy. At this inspection, please be prepared to provide us an itemized

Comment [AI10]: Date paid, or "upon move in" if you do not have a date.

Comment [AI11]: Date you will move out. NOTE: Make sure you are actually out by the date you specify.

statement of intended security deposit deductions so that we have the opportunity to remedy any potential problems that will result in security deposit deductions prior to our move-out.)

Comment [AI12]: FOR TENANTS WHOSE TENANCIES BEGAN ON OR AFTER JANUARY 1, 2003 AND WERE NOT EVICTED DUE TO MISCONDUCT ONLY, USE THIS PARAGRAPH.

Please be aware that you are required to return the security deposit within TWENTY-ONE (21) days after we have vacated the premises. Any deduction from the () should include an itemized statement specifying repairs or cleanings that form the basis of the deductions from the security deposit. *California Civil Code* § 1950.5. This statement should include copies of documents showing charges incurred or deducted to repair or clean the premises. *California Civil Code* § 1950.5(g)(2).

Comment [AI13]: Security deposit amount

Please send the full security deposit of () to us at () within TWENTY-ONE (21) days after move out. Failure to return the security deposit as required by law will be considered a bad faith retention of the deposit and may subject you to statutory damages of up to twice the amount of the security deposit, in addition to actual damages. *California Civil Code* § 1950.5(l).

Comment [AI14]: Security deposit amount

Comment [AI15]: New address, City, State, ZIP

Sincerely,

()
()

Comment [AI16]: Your signature

Comment [AI17]: Your full name