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

Sent via Certified Mail- Return Receipt Requested

Dear [__________________],

We [______________] were tenants at [______________] from [______________] until [______________]. A security deposit of [______________] was paid on [______________]. We will be vacating the property on [______________].

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
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.)

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).

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).

Sincerely,

(____________________)  
(____________________)