

# 30-DAY NOTICE AND APPLICATION FOR REFUND OF SECURITY DEPOSIT

NAME(S) \_\_\_\_\_ TODAY'S DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 PROPERTY ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

In accordance with terms set forth in residential rental agreement, 30-days notice is given of my intent to terminate tenancy on  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ **(EXACT DATE I INTEND TO VACATE – KEYS MUST BE TURNED INTO THE ON-SITE  
 MANAGER OR OFFICE BY 12 NOON ON THIS DAY – EXTENTIONS ON APPROVAL ONLY).**

REASON I AM MOVING \_\_\_\_\_

*It is understood that any refund of security deposit, if applicable, will be forwarded to me within 21 DAYS at the address indicated below, after landlord receives my keys to the premises. **I understand keys may not be left in the unit.** I understand that I am liable for rent for the 30-day period from the date Landlord receives my written notice. Security deposits CANNOT be applied to last month's rent. Tenant has received "NOTICE OF RIGHT TO INSPECTION PRIOR TO TERMINATION OF TENANCY."*

SIGNATURE OF TENANT(S) \_\_\_\_\_

ARE ALL OCCUPANTS VACATING THE PREMISES? YES \_\_\_ NO \_\_\_ (DEPOSIT NOT RELEASED UNTIL UNIT VACANT)

FORWARDING ADDRESS

NAME(S) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 CELL PHONE (\_\_\_\_) \_\_\_\_\_ HOME OR WORK PHONE(\_\_\_\_) \_\_\_\_\_

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\$ \_\_\_\_\_ Prorated rent = \$ \_\_\_\_\_ Monthly rent divided by 30 days times \_\_\_\_\_ # of days

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TO BE COMPLETED BY MANAGER:

\$ \_\_\_\_\_ Security deposit      Move in date \_\_\_\_/\_\_\_\_/\_\_\_\_      Date notice received \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date vacated and keys turned in \_\_\_\_/\_\_\_\_/\_\_\_\_      Date rent paid to \_\_\_\_/\_\_\_\_/\_\_\_\_

CHARGES

\$ \_\_\_\_\_ Rent due to owner/tenant: \_\_\_\_\_ days @ \$ \_\_\_\_\_ per day  
 \$ \_\_\_\_\_ Apartment cleaning.....  
 \$ \_\_\_\_\_ Carpet cleaning.....  
 \$ \_\_\_\_\_ Painting and/or patching.....  
 \$ \_\_\_\_\_ Flooring (vinyl, tile, carpet).....  
 \$ \_\_\_\_\_ Windows (glass, screens, blinds.....  
 \$ \_\_\_\_\_ Damages.....  
 \$ \_\_\_\_\_ Replacements.....  
 \$ \_\_\_\_\_ Other.....

\$ \_\_\_\_\_ Total charges

\$ \_\_\_\_\_ Net refund or      Date mailed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \$ \_\_\_\_\_ Amount due      Check # \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

NOTICE OF RIGHT TO INSPECTION PRIOR TO TERMINATION OF TENANCY

1. Pursuant to California Civil Code § 1950.5, you have the right to request that the landlord or landlord's agent ("Landlord") make an inspection of the Premises prior to the termination of your tenancy for the purpose of giving you an opportunity to remedy deficiencies (consistent with your lease or rental agreement), in order to avoid certain deductions from your security deposit.
2. You have the right to be present at this inspection. If you are not present, the Landlord may proceed with the inspection without you.
3. This inspection can be conducted no earlier than two weeks prior to the termination of your tenancy.
4. The inspection must be conducted during normal business hours unless both you and the Landlord agree to a different date and time. The Landlord (or Agent) will provide you with a "48-Hour Notice of Inspection Prior to Termination of Tenancy" which will advise you of the date and time the inspection will be performed.
5. You are not required to have your Premises inspected prior to termination of your tenancy.
6. If you do not complete and return this Notice to the Landlord at the address indicated below within 7 days after receiving it, or if you return this notice form to the Landlord but you do not check the box indicating that you want an inspection, the Landlord will presume that you DO NOT want an inspection prior to the termination of your tenancy.

Landlord:

MERCHANT PROPERTY MANAGEMENT  
3773 30th Street, Suite B  
San Diego, CA 92104  
(619) 299-4024

\_\_\_\_ I WANT an inspection of the Premises prior to the termination of my tenancy.

\_\_\_\_ I DECLINE an inspection of the Premises prior to the termination of my tenancy.

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

## Move Out Policies and Procedures

### **ALL ROOMS:**

Any and all holes in the walls (caused by tenant) must be properly filled (repair of bad patching will be charged to tenant)  
All windows cleaned inside and outside, including window tracks and sills  
Window screens must be in place, cleaned and damage free  
All Light Fixtures/ Ceiling Fans  
Door Frames & Knobs  
Switch/Outlet Plates & Surrounding Areas  
Cupboards, Drawers & Closets emptied and all shelves wiped out  
Blinds/Slats and head rail are cleaned and free of dirt and dust  
All walls wiped down (esp. behind stove)  
All personal items and trash removed from unit (drawers, cabinets, closets, etc)  
All Floors either swept and mopped or vacuumed  
**\*\* ALL CARPETS must be left clean and sterilized. They must be “PROFESSIONALLY cleaned” \*\* (Truck mounted hot water system ONLY, Rug Doctors & personal machines are not permitted - MUST PROVIDE RECEIPT)**

### **BATHROOM:**

Clean shower doors and tracks  
Shower curtains must be removed - rod must be left clean and damage free  
Sink, bowl and faucets cleaned  
Tub, Shower, and all Walls cleaned  
Floors cleaned  
Medicine Cabinet inside cleaned  
All Mirrors cleaned  
Toilet cleaned (bowl, tank, base and cover)  
Grout / Caulking should be sprayed with Bleach and cleaned

### **KITCHEN:**

Stove / oven (inside/outside, grates, knobs, broiler pan and drip pans)  
Refrigerator (inside/outside/top including the freezer) **\*\* Do Not Unplug \*\***  
Floors (including under/behind both the refrigerator & stove)  
Walls cleaned (including grease on wall behind stove)  
ALL Cupboards (emptied/wiped out must be “crumb free”)  
Exhaust Fan/Hood Vent cleaned & degreased (top/underneath & filter cleaned)  
Sink & Counter Tops cleaned and wiped down, faucets cleaned  
Grout sprayed with bleach and scrubbed clean  
Dishwasher (inside/outside if applicable) (to clean run a cycle w/ bleach)

### **MISCELLANEOUS:**

Front/Back Porch or Balconies: Swept clean, light fixtures cleaned  
Water Heater Room: Dusted or vacuumed out  
Garage/Carport/driveway/parking spot swept out and free of all oil/chemical spots  
Fireplaces: To be dusted/swept out thoroughly  
Air Conditioners: front panel and vent cleaned **\*\* turned off \*\***  
Thermostat: wiped down **\*\*set to off or lowest position \*\***  
Smoke / CO Detectors: clean and working (install new battery if needed)  
Replace all missing/burnt out lights bulbs  
Deodorizing unit / carpet from odors (eg: smoke) will result in additional charges.  
Heater and Vents must be removed cleaned and dusted  
Burned out light bulbs are to be replaced  
Remove all your personal belongings and trash from outside the unit

### **GENERAL:**

**REMEMBER: “Cleaning is NOT considered wear & tear”**  
Turn off any utilities in your name  
Forward all your mail with U.S. Post Office (Mail box locks are immediately changed after move out)  
Be sure to leave your new forwarding address and phone number with the Management Office  
Return ALL Keys to Manager. **DO NOT LEAVE KEYS IN UNIT** (gates, doors, garage, laundry, mailbox and common area)  
(There is a \$50 each charge per remote not returned and a \$25 each charge per any Common Area/Gate/Laundry) key not returned.  
Mailbox keys not returned are \$15.

Tenants are to provide copies of receipts for move out services (i.e. carpet cleaning or cleaning company) to ensure proper credit (if the unit is not left 100% cleaned, we need to send our cleaning company out. The minimum charge is \$150)

**Keys are due in the manager’s office by NOON on your move out day.**