

### 30 Day Notice of Intent to Vacate and Right to Request Pre-Move Out Inspection

Date: \_\_\_\_\_

I/We: \_\_\_\_\_

\_\_\_\_\_  
List all tenants

will be vacating # \_\_\_\_\_ located at \_\_\_\_\_

in the city of \_\_\_\_\_, Ca. Zip \_\_\_\_\_

I/We will be vacating on/or before \_\_\_\_\_, 20 \_\_\_\_\_

***If you are vacating prior to your lease termination date, rent payments are still your responsibility until a new tenant takes possession of the apartment or the end of the Lease term. If rent payment is not received on time, per the terms of the lease, a late fee will be posted to account. A lease termination fee may apply. \_\_\_\_\_ Initial***

**Pre-Move Out inspection:** By law, you have the right to request a Pre-Move Out Inspection. This inspection is to occur no earlier than two weeks before you vacate the unit. The purpose of the inspection is to determine what cleaning, repairs and/or removal of personal property are necessary and will affect the amount of the security deposit returned to you. After this inspection, you have the option to remedy any damages or uncleanliness in the unit, and to restore, replace or return any personal property prior to the Final Inspection / termination of your lease.

**Tenant must select one of the following:**

- \_\_\_\_ Resident(s) waives the right to have a Pre-Move Out Inspection of the Premises.
- \_\_\_\_ Resident(s) is requesting a Pre-Move Out Inspection of Premises and would like to be present.
- \_\_\_\_ Resident(s) is requesting a Pre-Move Out Inspection of Premises but will not be present.

I/We would like to schedule the Pre-Move Out Inspection (Optional) on \_\_\_\_\_, (within the last two weeks of my move-out date) and the Final Inspection on \_\_\_\_\_.

**Final Inspection:** This inspection takes place on the day you vacate your unit. This inspection must be scheduled with the KIC facilities department. You can choose to be present or not present at this inspection. You can choose to return your Keys with the Inspecting Agent at the Final Inspection. If you will not be present at the Final Inspection you must deliver keys to the office prior to the Final Inspection. There is an \$50.00 re-keying fee plus materials if keys are not returned at or before your Final Inspection.

**POWER AND WATER MUST BE LEFT ON FOR ONE WEEK AFTER YOUR FINAL MOVE-OUT INSPECTION FOR MAINTENANCE TO PERFORM THE INSPECTION AND FOR CLEANING PURPOSES. IF UTILITIES ARE NOT LEFT ON, TURN ON FEES WILL BE CHARGED BACK TO TENANT.**

**Please note- We are not responsible for any Suddenlink/ATT equipment left in unit. Please take with you for return to Suddenlink/ATT. \_\_\_\_\_ initial**

**Professional Carpet Cleaning** is required to be completed upon the termination of your lease. If you would like to hire someone to professionally clean the carpet, you **MUST** provide a receipt at your Final inspection & this **MUST** be completed after you vacate the unit. If you would like us to schedule and manage this service, it will be billed out of your security deposit.

**Professional cleaning** is required to be completed after you have vacated the unit. We contract with a professional cleaning company to clean your unit once you have vacated. If you would like to hire someone to professionally clean, you **MUST** provide a receipt at your Final inspection & this **MUST** be completed after you vacate the unit. Please note that if you clean the unit yourself the unit may require additional cleaning to bring it to a condition deemed suitable to be offered to subsequent tenants.

**Would you like us to schedule the professional carpet cleaning?** Y / N (circle one)  
**Would you like us to schedule a professional cleaning?** Y / N (circle one)

Please provide a forwarding address to mail any Security Deposit refund due:

Forwarding address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature Date Landlord Signature Date

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

Upon receipt of this form, KIC will contact Resident(s) to schedule the date and time of inspections, should Resident(s) request to be present for inspection.

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**For Management Use Only**

**The requested Pre-Move Out Inspection and Final Inspection of the above-mentioned rental property has mutually been agreed to be as follows at said property:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
**(Pre-Move Out Inspection)** **(Final Inspection)**

**Lease/Rental Agreement Termination Date** \_\_\_\_\_