

Hills and Homes Property Management, Inc

Move Out Notice

FULL MOVE OUT

Please note that your Move Out Notice to Hills and Homes will only be valid if:

- 1) Vacate date is 30 days or more from the date Hills and Homes received
- 2) All Tenants on the Lease have signed this Move out Notice

This form can be used to give us notice if **all tenants** are moving out of the rental property. Please complete the following **completely** and remit to your Property Manager at the contact information listed below.

Hills and Homes Property Management, Inc.

5350 Commerce Blvd, Suite A

Rohnert Park, Ca. 94928

707-585-2913 Office

Tenant's Name(s) (Please list names of all Tenants on Lease):

Property Address: _____

Lease End Date: _____ Move Out Date: _____

Reason for Moving: Buying a Home Job Transfer Moving Out of the Area Found Cheaper Rent
 Found Better Property Lost Employment Other: _____

Email Address(es):

Contact Phone Number(s):

****REQUIRED**** Please provide a forwarding address. Hills and Homes will only send one check, to one tenant. If tenants cannot come to an agreement, then a single check will be made out to all tenants and all tenants will have to be present at the bank to cash. This is **not** Hills and Homes responsibility to figure out for tenants. It is the responsibility of the tenants to prorate the funds according to their own implicit or explicit agreement after receipt:

Check Recipient: (Name): _____

Forwarding Address (Required): _____

All Tenants signatures are required:*

Tenant's Name (Print Clearly):	Signature:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*By signing above all parties agree to release security deposit to check recipient. You confirm that you are giving Move out Notice to Hills and Homes for the property listed on the Move out Date indicated and acknowledge the following; Upon receipt of this notice, we may start advertising for a new tenant and you may receive calls to show this property to potential tenants. Please note that you are required to allow showings with 24 hours' notice.

OFFICE USE ONLY: RECEIVED DATE: _____ INITIALS: _____

Tenant Move out Instructions

I. Introduction

At Hills and Homes Property Management, Inc, we want you to have a smooth transition when moving from one of our managed properties. These are instructions for a proper move out. We know you will have a lot to keep track of during the transition. We hope this will make it more organized for you. If you do have questions, please call your Property Manager at 707-585-2913, email or come by the office. Please follow the attached cleaning checklist! The better the condition of the property when you leave, the more desirable the move out will be for you. You will need to give us your forwarding address so we can send you your Close out Statement and applicable refunds. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease.

II. Turn in keys AND garage openers, to Hills and Homes Property Management, Inc's' office

DO NOT LEAVE KEYS AT THE PROPERTY! All keys, mailbox keys, garage remotes, parking passes, and pool keys/passes must be turned into the office located at: 5350 Commerce Blvd, Suite A, Rohnert Park, Ca. 94928, **by MIDNIGHT ON THE LAST DAY OF YOUR LEASE or THE MOVE OUT DATE PER YOUR MOVE OUT NOTICE.** Tenants must place all these items in an envelope with your name, vacating property address, and forwarding address written clearly on it. Hills and Homes Property Management, Inc has a 24 hour drop box located to the right of the front door if you are turning in keys during non- business hours. All late fees, fines, unpaid rent, etc. must be paid upon move out or these items will be charged to your security deposit.

If you fail to return your keys you will be responsible for daily rent charge until keys are returned to Hills and Homes, and any additional expenses incurred if you fail to move out on time! PLEASE REFER TO YOUR LEASE AGREEMENT OR YOUR PROPERTY MANAGER FOR MORE INFORMATION.

III. Inspection

If you would like to schedule a walk through you have two options

1. Pre Move Out Walk through - this is a tenant right to request a pre move out walk through and should be scheduled no earlier than two weeks prior to your vacate date during normal business hours. Owner/Agent will provide an itemized list specifying repairs or cleaning that are proposed to be the basis for deductions from the security deposit.

2. Final Move Out Inspection – Home and property should be completely vacant of your possessions. You should be prepared to turn in all keys and controls to the property at the inspection. It is recommended that you schedule your final inspection of the property approximately one week prior to your move out date as appointment times fill quickly. Property Managers **WILL NOT** inspect the property if you are **not completely moved out OR not ready to turn in your keys.** They will inspect the property after the keys are returned to Hills and Homes Property Management. They will compare any damage in the property with damage listed on the Move In Inspection that you received, reviewed and signed at Hills and Homes Property Management, Inc when you first moved in.

You will not be able to re-enter the property after all keys have been turned in.

IV. Cleaning

As per the Lease Agreement-Tenants must have *all carpets professionally chemically cleaned* upon move out after following the Cleaning Checklist completely. Hills and Homes Property Management, Inc. recommends Applied Upholstery (707) 479-3028, discounts are given to Hills and Homes tenants. You may use a vendor of your choosing and leave the paid invoice on the kitchen counter. If carpets are not cleaned to Hills and Homes specifications we will arrange professional cleaning upon move out and the cost will be deducted from your security deposit.

Without exception, you are required to return the property in a clean and empty condition. **Cleaning issues are NOT ordinary wear and tear under California State law, under any circumstances whatsoever.**

Regardless of effort, if the property is not returned to property manager's satisfaction, or has trash or abandoned items, appropriate charges will be made to your security deposit. For your convenience *A cleaning checklist is provided at the end of this document.*

V. Utility Bills

Tenants are responsible for utilities to be left on to test lights, appliances, heating/cooling, etc through the vacancy date per your Move Out Notice or until Hills and Homes receives full possession(keys, remotes, etc returned) whichever is later.

Call your utility providers at least 2-4 weeks before your lease is over to make arrangements to take your utilities out of your name on, not before, the last day of your lease. **You are responsible for all your utilities until the last day of your lease or move out date per your notice.**

VI. Security Deposit Return

You must submit your new address to Hills and Homes Property Management, Inc in writing, so we are able to mail your Security Deposit refund and/or statement of charges within 21 days after you move out, in accordance to California State Law. Tenants and their occupants must contact the U.S. Postal Service to forward their mail before vacating the property. It is not the property managers' responsibility to forward your mail. To complete a change of address form online, please visit: www.usps.com/umove.

You can expect to have your Security Deposit, less all applicable charges, mailed to you by the 21st day after you move out. In accordance with instructions provided to you, requests for individual tenant security deposit distributions will not be honored. A designated check recipient needs to be named, if tenants cannot come to an agreement, then a single check will be made out to all tenants and all tenants will have to be present at the bank to cash. This is not Hills and Homes responsibility to figure out for tenants. Please do not call prior to receiving your statement. Once you have received your statement we are happy to discuss any and all questions or concerns you may have.

VII. Showings

By California State law, you will be given at least 24 hour notice prior to showings. Please have the property ready to be shown, cleaned up, personal items put away, dogs crated or gated so the entire property can be viewed. The better it shows, the faster it will lease and we will stop showing. Do not lock keyless deadbolts on the front door. Please remember that we have the right to show the property. You shall not cancel or deny showing appointments unless authorized by Hills and Homes Property Management, Inc.