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MOVE-OUT INSTRUCTIONS LETTER

[Property Owner or Property Manager Letterhead]

[Owner/Association Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

To:

[Tenant Name(s)]

[Rental Property Address]

[City, State, Zip Code]

Subject: Move-Out Instructions and Expectations

Dear [Tenant Name(s)],

This letter serves to confirm your scheduled move-out from [Rental Property Address] on or before **[Insert Scheduled Move-Out Date]**.

We appreciate your tenancy and aim to make the move-out process smooth and transparent. This letter also fulfills legal obligations under **California Civil Code § 1950.5** and **City of Oakland Tenant Protection Ordinance (O.M.C. § 8.22.640)**.

1. Move-Out Date:

- **Final Day of Possession:** [Insert Move-Out Date]
- **Return of Keys/Devices:** All unit keys, mailbox keys, garage openers, and access devices must be returned no later than the move-out date.
- **Move-Out Walkthrough Appointment:** [Insert Date and Time] (optional but recommended).

If you would like a **Pre-Move-Out Inspection** (offered per **Civ. Code § 1950.5(f)**) so that you can correct any issues before vacating, please notify us by [Insert Response Deadline, e.g., within 5 days].

2. Forwarding Address:

Please provide your forwarding address to facilitate the return of your security deposit and final correspondence. You may email or mail your forwarding address to [Insert Email Address and/or Mailing Address].

3. Cleaning Expectations:

To avoid cleaning charges deducted from your security deposit, please ensure:

- All trash, food, and personal belongings are removed.
- Floors are vacuumed or swept/mopped.
- Kitchen appliances are wiped down and cleaned (inside and out).
- Bathroom surfaces are cleaned and free of mold/mildew.
- Walls are free of excessive marks, holes, or damage.

- All light fixtures have working bulbs.

A detailed Cleaning Checklist is attached for your convenience.

4. Repairs and Restoration:

Please ensure the following before vacating:

- Patch small nail holes if possible.
- Remove unauthorized alterations unless otherwise agreed.
- Replace missing or broken fixtures if applicable.

Damage beyond normal wear and tear may result in deductions from your security deposit.

Photos will be taken at move-out for documentation.

5. Utilities:

Please arrange for the disconnection of your utility accounts effective the day after your move-out, including:

- Gas and Electric
- Water/Sewer (if applicable)
- Internet/Cable/Phone Services

Do not terminate utilities before vacating unless otherwise coordinated.

6. Security Deposit Return:

- You will receive either a full refund or an itemized accounting of deductions within **21 calendar days** after you vacate, per **California Civil Code § 1950.5(g)**.
- If deductions exceed \$125, receipts and documentation will be included with your statement.

7. Important Reminders:

- Entry for the final move-out inspection will comply with **California Civil Code § 1954** and **O.M.C. § 8.22.640**.
- Please remove any pets, vehicles, and storage items prior to vacating.
- Do not leave keys inside the unit without notifying management.
- Ensure you lock the unit after your move-out for security until we retrieve possession.

If you have any questions about the move-out process, please contact [Insert Contact Name] at [Insert Phone Number or Email].

We appreciate your cooperation and wish you success in your next home.

Sincerely,

[Property Owner/Property Manager Name]

[Title] On behalf of [Owner/Association Name]

Attachments:

- Move-Out Cleaning Checklist
- Pre-Move-Out Inspection Request Form (optional)
- Forwarding Address Form (optional)