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MOVE-OUT LEGAL COMPLIANCE CHECKLIST

Property Address:

[Rental Property Address]

[City, State, Zip Code]

Tenant Name(s):

[Tenant Full Name(s)]

Move-Out Date:

[Insert Scheduled Move-Out Date]

Unit #:

[Insert Unit Number]

Pre-Move-Out Tenant Notifications

<u>Step</u>	<u>Completed?</u>	<u>Notes</u>
Written Notice of Tenant's Intent to Vacate Received	<input type="checkbox"/>	Required for voluntary move-out
Landlord Provided Pre-Move-Out Inspection Notice (at least 2 weeks before move-out)	<input type="checkbox"/>	(Civ. Code § 1950.5(f)(1))
Pre-Move-Out Inspection Offered to Tenant	<input type="checkbox"/>	(Tenant has right to attend or decline in writing)
Move-Out Instructions Sent to Tenant	<input type="checkbox"/>	Include keys, cleaning requirements, forwarding address request

Move-Out Walkthrough Preparation

<u>Step</u>	<u>Completed?</u>	<u>Notes</u>
Initial Move-In Condition Checklist Retrieved	<input type="checkbox"/>	For comparison
Tenant Confirmed Pre-Move-Out Inspection Appointment (if accepted)	<input type="checkbox"/>	
Repair/Cleaning Checklist Prepared for Pre-Inspection	<input type="checkbox"/>	List of visible damages or cleanliness issues

Move-Out Walkthrough Inspection

<u>Step</u>	<u>Completed?</u>	<u>Notes</u>
Pre-Move-Out Walkthrough Conducted	<input type="checkbox"/>	Conducted with tenant if attending
Pre-Move-Out Written Itemization of Repairs/Deficiencies Provided	<input type="checkbox"/>	Given to tenant per Civ. Code § 1950.5(f)(2)
Photos Taken of Unit Condition	<input type="checkbox"/>	Before tenant vacates

Keys, Devices, and Possession

<u>Step</u>	<u>Completed?</u>	<u>Notes</u>
All Keys, Garage Openers, Access Cards Returned	<input type="checkbox"/>	Document return and take photo if necessary

<u>Step</u>	<u>Completed?</u>	<u>Notes</u>
Tenant Delivered Physical Possession of Unit	<input type="checkbox"/>	Confirmed final move-out date

Post-Move-Out Deposit Handling

<u>Step</u>	<u>Completed?</u>	<u>Notes</u>
Final Property Inspection Completed (after full vacancy)	<input type="checkbox"/>	
Final Cleaning and Damage Assessment Completed	<input type="checkbox"/>	
Prepare Security Deposit Itemization (Required within 21 days)	<input type="checkbox"/>	(Civ. Code § 1950.5(g)(1))
Attach Receipts for Repairs/Cleaning if Deductions Exceed \$125	<input type="checkbox"/>	(Mandatory under Civ. Code § 1950.5(g)(2))
Refund Balance of Security Deposit OR Deliver Itemized Statement with Deductions	<input type="checkbox"/>	Within 21 calendar days after move-out
Mail Security Deposit Statement to Tenant's Last Known Address	<input type="checkbox"/>	Certified mail recommended

Legal Disclosures and Compliance

<u>Disclosure</u>	<u>Completed?</u>	<u>Notes</u>
Oakland Rent Adjustment Program Move-Out Compliance (If required)	<input type="checkbox"/>	Ensure RAP Fees/Registration current
Return Tenant's Acknowledged Receipt of Disclosures (Move-In)	<input type="checkbox"/>	For records retention
Keep Proof of Move-Out Correspondence and Deposit Handling	<input type="checkbox"/>	At least 4 years minimum for legal protection

Landlord/Manager Certification:

I certify that I have completed all required move-out compliance steps listed above for the referenced tenancy.

Signed:

[Landlord/Manager Name]

[Title]

[Date]