

**Western Management  
PROPERTIES, INC.**

**NOTICE OF INTENT TO VACATE**

Resident \_\_\_\_\_

Date Filled Out \_\_\_\_\_

This is to serve as a (30) day notice of my/our intent to vacate the premises located at:

\_\_\_\_\_  
I/We will vacate on the following date: \_\_\_\_\_ and **promise to turn in all keys to Western Management Properties on or before or by my vacate date. I understand that keys turned in after this date are subject to a charge per day against my security deposit.**

You have the right to request an initial inspection of your unit and to be present during that inspection, which shall occur no earlier than two weeks before the termination of the tenancy and during normal business hours. At this initial inspection, the landlord will provide an itemized statement specifying repairs, items to be replaced, or cleaning that are proposed to be the basis for deductions from the security deposit. This is not the final accounting of deduction from the security deposit. A separate Notice of Resident's Option to Request an Initial Inspection is provided with this Notice or will follow within a reasonable time. Please complete the form and return it to Landlord if you wish to arrange for an initial inspection.

I/We authorize you to show the premises to prospective residents in accordance with the terms of our rental agreement.

The reason I am/we are vacating the premises:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My/Our forwarding address is:

\_\_\_\_\_  
\_\_\_\_\_

I/We understand that thirty (30) day notice of my/our instant to vacate is required or I/We may be liable for your rental loss. I/We also understand that you are required to return my/our security deposit and/or a list of itemized deductions within twenty-one (21) days of the date we actually vacate the unit, providing I/we have given proper notice.

Sent by:

\_\_\_\_\_  
Resident Name

\_\_\_\_\_  
Date

678 14<sup>th</sup> Street  
OAKLAND, CA 94617

**Western Management  
PROPERTIES, INC.**

**NOTICE OF RIGHT TO INITIAL INSPECTION**

I understand that I have the right to request an initial inspection of my unit and to be present during that inspection, which shall occur no earlier than two weeks before the termination of the tenancy and during normal business hours. I also understand that at this initial inspection, the Owner/Agent will provide an itemized statement specifying repairs or cleaning that are proposed to be the basis for the deductions from the security deposit. I understand that no later than three weeks (21 days) after Owner/Agent has regained possession of the premises, Owner/Agent shall provide me with an itemized statement, indicating the basis for, and the amount of, any security received and the disposition of the security and shall return any remaining portion such security deposit to Resident.

*(Check only one option below)*

- I decline the initial inspection.
- I request the initial inspection of my unit, and I wish to be present.
- I request the initial inspection of my unit, but I will not be present.

Resident (s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*(If requesting initial inspection, check only one option below)*

- I waive my right to 48 hour notice by Owner/Agent prior to their entry of the unit to perform the initial inspection, as allowed by Civil Code section 1950.5(f) (1).
- I want Owner/Agent to provide 48 hour notice prior to their entry of the unit to perform the initial inspection.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date