



Tenant:

Rental Address:

Termination Date:

Return Move Out Packet By:

We hope you have enjoyed living here. Before vacating, be sure to thoroughly clean the unit. Thoroughly cleaning the unit may include, but is not limited to; vacuum the floors (shampoo carpets, if necessary), clean the walls, doors, moldings, kitchen cabinets (inside and out), stove and oven, refrigerator (which should be emptied of food, turned off, with the door left open), refrigerator should be pulled out and cleaned behind and under, kitchen and bathroom sinks, bathtubs, showers, toilets, plumbing fixtures, windows inside and out (outside is only necessary on 1st floor units), all screens should also be cleaned, sweep/ clean patio area and any yard area accessible to you, wipe off counter tops, clean/repair blinds, clean any parking area or additional storage available to you and remove all personal items and garbage. This list is not meant to be exhaustive, but is meant to give examples of what full unit cleaning could include. Please see attached optional flat rate cleaning fee handout.

You have the right to request an initial move-out inspection, at which time management will inspect your rental and, to the extent possible, identify damage, excessive wear and tear, and unacceptable uncleanliness that will have to be remedied in order to avoid deductions from your security deposit. You have the right to be present at that inspection if you choose, and we encourage you to do so. Problems that occur between the inspection and when you move out, or that were missed due to the presence of your possessions, can still form the basis of a deduction from your deposit.

If we need to deduct from your security deposit to cover needed repairs or to clean the rental unit, and if the total deduction (for labor and materials) is more than \$150.00, we will give you copies of receipts and invoices for all work done and items purchased. If management or its employees do any of the work, we will bill you at a reasonable rate for that work. These invoices and bills will be included with an itemization of deductions and return of the balance, if any, of your security deposit, which you will receive within three weeks after you move

out. (If management does not have these items in its possession when it itemizes and returns any balance, either because the work is yet to be completed or the invoices have not been received, we will include an estimate of the deductions, with the repairperson's name, address, and phone number, and send the actual bills to you within 14 days of receiving them). You may waive your right to receive invoices (we will give you a form for this), and you may also rescind that waiver (and ask for invoices) if you do so within 14 days of receiving the itemization.

Please provide a forwarding address where we may mail your security deposit less any past due rent and minus any lawful deductions for the cost of necessary cleaning and repairs of damage in excess of ordinary wear and tear (with receipts and invoices for such deductions). If we do not receive a forwarding address for you we will send your security deposit to your last known address, which is the unit you are vacating.

We will give you two written response forms, on which you can tell us whether you would like an initial move out inspection and whether you would like to waive your right to copies of bills and receipts for any work done or items purchased, as explained above. We also have 2 flat-rate options, 1 for wall touch-up/ repair and one for cleaning. If you have any questions, please contact me at 408.410.5242.

Sincerely,

Landlord/Manager

Date

Last Month's Rent/ Cozy Online Payment Tool

Please be sure to update your payment preferences/ automatic payments on Cozy PRIOR to moving out.

We do not have access to your account or information on Cozy. Therefore, we cannot stop any of your Cozy payments. It is your responsibility to stop any automatic/ recurring payments you have initiated on cozy.co and be sure to make a payment (whether it is for a full month or a partial/ prorated month) by your monthly due date to avoid any late fees/penalties. If you wait until the day your payment typically processes it will be too late to cancel/ stop the previously scheduled payment. Most payments take 5-7 business days to get deposited into our account and again, we have no way of stopping payments initiated by you.

If you have a recurring payment it will process for the amount you set up even if there is an invoice for a partial month's rent. Therefore, if you have prorated/ partial month rent for your final month first stop your recurring/ previously scheduled rent payment, THEN set up a payment for the partial/ prorated amount that is due.

If you fail to alter your payment we will be unable to stop your payment or refund any payments until your security deposit return is processed!

Thank you for your attention to this matter.

Prorated Rent Breakdown	
Total Monthly Rent	
Daily Rent	
Number of Days	
Days multiplied by daily rent amount	
TOTAL DUE	

PLEASE NOTE YOUR PRORATED RENT FOR _____ IS:

Flat-Rate Cleaning Fee

The optional flat-rate cleaning fee of \$____ only covers “surface cleaning”. This fee would ONLY cover cleaning, this fee would NOT include any damages, paint, repairs to the buildings or the yard, this optional flat-rate cleaning fee would only cover surface cleaning (not carpet shampooing or replacing, or any appliance replacement). Surface cleaning is defined as cleaning that can and would be completed by a house cleaner. This does NOT include repairs, or damages that would require a professional carpet or floor cleaner, nor does it include repairs that must be completed by a painter, carpenter or contractor.

We offer this option of a flat-rate cleaning fee to our tenants as a service. We have found that moving out can be very stressful and often happens under tight time constraints. We have had the experience that many tenants do their best to clean under their time constraints and while the unit may be partially cleaned, it is not cleaned and ready for the next tenant to move in. Unfortunately, when we hire someone to clean the unit they charge us a base price to come out and clean, whether or not the unit is somewhat clean. From that base price they up-charge if necessary or excessively dirty. For example, if you choose to vacuum the floors but fail to wash the windows inside and out (outside only required on first floor units) the cleaning charge would be the same whether or not you had vacuumed the floors.

The flat-rate cleaning fee quoted is the base price we guesstimate we will get charged to clean the size of your unit, sometimes the charge is less other times it is more and we do not recover this, should you choose to take this option up front. The reason this option is presented, sometimes at a loss to us, is as a service to the tenant. Moving can be a costly and stressful time therefore to alleviate some of that stress we quote a price that the tenant can choose to budget for. It also is typically less costly to hire a cleaner ahead of time as opposed to a last minute cleaning.

This cleaning fee is 100% OPTIONAL, you can choose to clean the unit yourself or hire your own professional cleaner. Should you choose to clean the unit and it is not move-in ready, please be advised that we will have to hire someone to clean and you will be charged accordingly. **We in no way guarantee this fee unless you sign/ agree to it up front and notify us/ return this form at least 7 days prior to move out.** If the flat-rate cleaning fee is not elected and a cleaner has to be called we will provide receipts and you will be charged accordingly.

[☐] **Yes**, I would like to make the flat-rate move out cleaning fee and I hereby waive my rights to the receipts for any and all cleaning:

Signature of Tenant

Date

[☐] **No**, I decline the flat-rate move out cleaning fee and will complete the full unit cleaning myself or will hire someone to clean it for me

Signature of Tenant

Date

Flat-Rate Wall Repair/Touch-Up

The optional flat-rate wall repair/touch-up fee of \$_____ only covers wall repairs/ damage that is less than quarter size/1 inch or smaller in diameter. It also includes cleaning to the walls, priming, sanding, and painting touch-up. This fee would NOT include any damages to the walls larger than quarter size/1 inch in diameter, any molding/ door repair or full painting. This optional flat-rate wall repairs/touch-up fee would only cover surface repairs defined as wall painting/ priming/repairs that can and would be completed by a painter. This does NOT include repairs, or damages that would require a professional cleaner, carpenter or contractor.

We offer this option of a flat-rate wall repair/touch-up fee to our tenants as a service. We have found that moving out can be very stressful and often happens under tight time constraints. We have had the experience that many tenants do their best to touch-up under their time constraints and while the damage may be partially repaired, it is not repaired and ready for the next tenant to move in. Unfortunately, when we hire someone they charge us a base price to come out. From that base price they up-charge if necessary. For example, if you putty a nail hole and paint it, but did not sand down the area and prime it first, or paint it the correct color the charge would be the same whether or not you had attempted to remedy it at all.

The flat-rate wall repair/touch-up fee quoted is the base price we guesstimate we will get charged for the size of your unit. Sometimes the charge is less other times it is more and we do not recover this, should you choose to take this option up front. The reason this option is presented, sometimes at a loss to us, is as a service to the tenant. Moving can be a costly and stressful time, therefore to alleviate some of that stress we quote a price that the tenant can choose to budget for. It also is typically less costly to hire a someone ahead of time as opposed to a last minute call.

This flat-rate wall repair/touch-up fee is 100% OPTIONAL, you can choose to patch, prime and paint, where necessary, the unit yourself or hire a professional. Should you choose to patch/prime/paint the unit and it is not move-in ready, please be advised that we will have to hire someone to do complete these repairs and you will be charged accordingly. **We in no way guarantee this fee unless you sign/ agree to it up front and notify us/ return this form at least 7 days prior to move out.** If the flat-rate fee is not elected and a repair person/painter has to be hired we will provide receipts and charged accordingly.

[☐] **Yes**, I would like to take the flat-rate wall repair/touch-up fee **and the flat rate cleaning fee**, i hereby waive my rights to the receipts for any and all wall repairs/ touch-up fees and cleaning:

Signature of Tenant

Date

[☐] **No**, I decline the flat-rate wall repair/touch-up fee and will complete the full unit wall repairs/patch/prime/paint myself or will hire someone to complete it for me:

Signature of Tenant

Date

Response Regarding Initial Move-Out Inspection

Tenant:

Rental Address:

Termination Date:

I understand that I have a legal right to an initial move-out inspection. (California Civil Code Section 1950.5.) The purpose of this inspection, which my landlord or manager will perform no earlier than two weeks before my termination date, is to give me a chance to avoid probable deductions from my security deposit. At the inspection, I'll be advised of intended deductions for deficiencies such as damage, excessive wear and tear, or the need to clean the rental unit. I understand that I may remedy these problems consistent with any repair rights or limitations that may be in my lease or rental agreement. I also understand that my landlord will reinspect when I leave, and may deduct for deficiencies that:

- have been noted in the initial inspection but have not been satisfactorily remedied
- could not be seen during the initial inspection due to the presence of my possessions in the rental unit, or
- have appeared since the date of the initial inspection.

Tenant, please choose one of the following:

_____ I would like to be present at the inspection. Please contact me so that we can arrange for a mutually convenient time.

_____ I would like an initial inspection but do not wish to be present. Please give me 48 hours' notice of the day and time you will inspect.

_____ I do not wish to have an initial move-out inspection.

Landlord's Signature

Date Signed by Landlord

Landlord/Manager Printed Name

Date Form Given to Tenant

Tenant's Signature

Date Signed by Tenant

Tenant Printed Name

Tenant's Waiver of Right to Receipts and Invoices

California Civil Code Section 1959.5(g)(4)(B)

Tenant:

Rental Address:

Termination Date:

I understand that I will receive a list of itemized deductions from my security deposit, for necessary cleaning and repairs to, or replacement of, items damaged beyond normal wear and tear. I also understand that I have the right to receive copies of documents, such as bills, invoices, and receipts, showing charges incurred and deducted by my landlord to repair or clean the premises. (California Civil Code Section 1950.5 (g)(2).) In particular,

- If my landlord or the landlord's employee does the work, the itemized statement will include the work performed, time spent, and a reasonable hourly rate.
- If others did the work, the statement will include a copy of the receipt, bill, or invoice sent by the repairperson, along with the person's address and phone number.
- If the landlord deducts for materials or supplies, the statement will include a copy of the bill, invoice, or receipt. If the material or item is one that the landlord purchases on an ongoing basis, the statement will include a copy of the bill, invoice, receipt, vendor price list, or other vendor document that will indicate the cost of the item used in the repair or for the cleaning of my rental unit.

I now waive these rights to receive copies of invoices, bills, and receipts, as described above. Within 14 days of receiving my itemized statement I may, however, request documentation of all deductions from my security deposit, and I understand that the landlord will have 14 days after receiving my request in which to furnish such documentation to me, in the same manner in which the initial itemization was prepared and sent.

Tenant's Signature_____
Date Signed by Tenant_____
Tenant Printed Name

Received by management:

Landlord or Manager's Signature_____
Date_____
Landlord or Manager's Printed Name

Forwarding Address

Tenant:

Rental Address:

Termination Date:

Tenants agree and understand that in the event the unit is not returned in the same condition, aside from ordinary wear and tear, as received upon move in, the security deposit will be deducted accordingly, including, but not limited to, the full security deposit being withheld and additional monies being recovered in the event unit is damaged to a cost in excess of the security deposit.

Furthermore, Tenants agree and understand the security deposit is for the unit as a whole. Landlord does not distinguish security deposit portions given by individual tenants. Therefore, one check will be issued with ALL tenants names and mailed to the following address, per Tenant(s) request:

Forwarding address:

Tenant's Signature

Date Signed by Tenant

Tenant Printed Name

Received by management:

Landlord or Manager's Signature

Date

Landlord or Manager's Printed Name

If Landlord does not receive this form back prior to moving out the security deposit will be mailed to the last known address, which is the unit being vacated. Be sure to contact USPS to have your mail properly forwarded.

Thank you.

Release for Abandoned Property

I, _____,
am hereby releasing any and all interest in personal property left at (address):
_____.

I request that landlord disposes of this property in any way they see fit (they may keep, sell, or destroyed) without further notice. I am hereby releasing my right to be notified of my right to reclaim abandoned property and understand Landlord is not liable to hold this property for any length of time (I am waiving my right for landlord to send notice and keep this property for eighteen (18) days).

Tenant's Signature

Date

Tenant's Printed Name

Received by management:

Landlord or Manager's Signature

Date

Landlord or Manager's Printed Name

Reference Information

If you would like a reference letter issued to reflect your tenancy please complete this form. There is a \$10 fee for a reference letter to be completed at time of move out. **If you contact the office after your tenancy has been terminated there is a \$25 fee for a letter issued.** These fees are imposed to cover the office's time and expense.

Unless otherwise requested a single reference letter will be issued listing ALL tenants on the lease agreement.

Consent to Release Information/Reference Check

I authorize Kreuger Properties and any of their agents/ employees, my previous and/or current Landlord, to disclose information about me that is relevant to my tenancy. Including, but not limited to; if I have paid rent on time, if I have had any complaints or warning notices served, if I have had any 3 day notices served, if so how many, if the police have ever been called regarding a complaint against me, if I fulfilled all the terms of my lease, if the Landlord would rent to me again, or any other applicable questions a prospective Landlord, employer or personal reference whom i release their information to would ask.

This permission is a blanket statement for any and all inquiries unless I note a specific person or agency in which this information can be released to here: _____

This permission will survive the expiration of my tenancy.

Below is a general guideline of what will be covered in the letter (there may be some additions or omissions).

- Property Address
- Tenant Names
- Lease Term
- Paid rent on time: Yes or No
 - If late, how many times
- Was a Pet on the Lease agreement and/or on the Property : Yes or No
 - If yes, was kind of pet:
- Did we offer a lease renewal: Yes or No
- If no, did tenant give notice to vacate
- Anticipation of any Security deposit deductions:
- Any complaints/were police ever called:

[] Please issue me a reference letter and deduct the \$10 fee from my security deposit return.

Tenant's Signature

Date

Tenant's Printed Name