

Notice of Intent to Move-Out*

Please refer to your lease to see if 30, 60, or 90 days' notice is required

Date: _____

North Berkeley Properties
2115 Shattuck Avenue
Berkeley, CA 94704

Dear North Berkeley Properties:

I/We the tenant(s):

(List all names of tenants giving notice)

Of the property located at:

(Street Address of Property & Unit Number, if applicable)

As it pertains to the lease agreement, I/We are hereby giving you our notice of intent to vacate the apartment. The last date of occupancy shall be:

Date

I/We the tenant(s) of your property understand that all keys, remotes, locks, etc. **must be delivered no later than 12:00 p.m. on the last date of occupancy.** Any holding over past that time shall constitute a daily charge of the contracted rent.

I/We the tenant(s) understand that the unit must be delivered in the same condition as at the beginning of the lease agreement, with exception of reasonable wear and tear. All personal items will be removed from the unit, and the unit will be left in a clean condition. The personal property of the tenancy will not be left onsite for North Berkeley Properties removal. It will be my/our responsibility to remove ALL belongings from the property, including storage lockers and garage spaces. Any belongings left will be at no cost to North Berkeley Properties, and any cost of removal will be deducted from the security deposit.

Security Deposit Mailing / Forwarding Address:

For remittance of the security deposit check, please mail ONE check with ALL Names to the following address:

Tenant #1 Signature

Tenant #3 Signature

Tenant #5 Signature

Tenant #2 Signature

Tenant #4 Signature

Tenant #6 Signature