

## 30 Day Notice to Vacate

Date: \_\_\_\_\_  
Tenant (s): \_\_\_\_\_  
Address: \_\_\_\_\_

The Landlord  
1201 Fulton St.  
San Francisco, CA 94117

Dear Sir,

This confirms that we are voluntarily terminating our tenancy and moving out, and that our last day of tenancy will be \_\_\_\_\_. The premises will be vacated and left clean and in "move-in" condition, ready to be re-rented. We acknowledge that it will cost more to have any repairs or cleaning done by Landlord's vendors than it would be to do it ourselves. We will schedule the move-out inspection with the resident manager so that we will be completely moved out and the apartment will be completely clean **by noon** on or before our last day of tenancy. We understand that any necessary cleaning or repairs to bring the apartment into "move-in" condition will be withheld from our security deposit. We understand that you may be showing the apartment to prospective tenants prior to our departure.

(IF APPLICABLE) Please also take this as 30 day notice for my parking space # \_\_\_\_\_.

**Reason(s) for move out. Please check all that apply:**

- Moving in with roommates/family
- Moving out of the city
- Moving out of the state
- Looking to pay less rent/smaller apt
- Looking for a larger apartment
- Other (please specify): \_\_\_\_\_

**My forwarding address is (if unknown, write unknown):**

**I am an EFT participant. Please cancel EFT transactions effective** \_\_\_\_\_.

Sincerely yours,

\_\_\_\_\_  
Tenant  
  
\_\_\_\_\_  
Tenant  
  
\_\_\_\_\_  
Tenant

**Management use only**

Date rec'd: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

M/O checklist given to  
tenant on: \_\_\_\_\_