

30 Day notice to vacate/transfer

Date: _____

Tenant(s): _____

Address: _____, _____, CA 94_____

The Landlord
1201 Fulton Street
San Francisco, CA 94117

Re: Tenancy at _____, Apt. # _____

Dear Sir,

This confirms that we are voluntarily terminating our tenancy and moving out and that our last day of tenancy at current address will be:_____.

We would like to transfer tenancy to the building located at

Address:_____ Apt.#_____ Rent of:_____per month

The current 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 will be showing the apartment to prospective tenants prior to our departure.

My contact telephone number is: _____.

I am an eft participant, please transfer eft transactions effective _____

For the month of _____ to the building located at _____

Sincerely yours,

Tenant

Tenant

Tenant

Management use only

Date received: _____
Received by: _____
Move out checklist given to tenant on:_____