moving out

Fixed-Term Leases
If you have a lease with an ending date, you must vacate on or before that date. Failure to vacate the premises on the date agreed upon without written consent of the property provider may result in daily rent charges as well as legal action against you.

Month-to-Month Move-Out Notification
You must notify the property provider in writing of the date on which you plan to move out and be sure to keep a copy for yourself. This should be done at least 30 days in advance of your termination date. You can give the property provider notice any time during the rental period, but you must pay full rent during the time covered by the notice. See page 55 for sample. If you and your roommates have lived in a rental for less than one year, the property provider is also required to give you 30 days notice. However, if you have lived in the rental unit for more than one year, the property provider is required to give you 60 days written notice of termination of tenancy.

Cleaning Requirements
Many property providers have specific instructions regarding cleaning at move-out. If yours does not, ask them about their expectations. Remember, in order to get your full security deposit back, your responsibility is to leave the unit as clean as how you received it. NOTE: If you received the rental very dirty, you should inform the property provider so s/he has a chance to remedy the situation. It is important to document the condition of your rental, including the level of cleanliness with a video or pictures, as well as detailed Inventory and Condition Report. It is wise to hire a licensed and bonded cleaning company to ensure high-quality work. Ask your property provider who, if anyone, they recommend. If a cleaning company is hired, be sure to give a copy of your receipt to your property provider at move-out. See page 23-24 for more information about cleaning.

Cleaning Schedule
Meet with your roommates and develop a cleaning schedule. Ensure an equitable distribution of move-out cleaning responsibilities and tasks. Make sure that each person sets aside adequate time for completing his or her tasks before departing.

Move-Out Video
Schedule with CHO at least one week in advance. A video serves as a visual legal document of the condition of your apartment at the time of move-out.

Discontinue Utilities and Services
Notify utilities and newspaper delivery services at least one week in advance.

Initial Move-Out Inspection
California law requires property providers to inform their tenants of their right to an initial move-out inspection, performed no more than two weeks prior to moving out. See page 24 for important details.

Key Return
Agree with your roommate(s) on the choice of one person to be responsible for gathering all the keys and returning them to the property provider. Not everyone will move out at the same time or even on the same day. Most property providers will not consider an apartment vacated until all keys are turned in, and may charge rent until the keys are returned. You may also be assessed a key replacement charge.

Forwarding Address
Inform your property provider in writing of your forwarding address. S/he needs it to mail you your security deposit refund. Exchange addresses with your roommates so that outstanding bills may be reconciled and paid. Each person in the household should fill out an official Change of Address form at the post office, or online at www.usps.com.

WHEN YOU DECIDE TO MOVE OUT be sure to follow required procedures so you are not faced with security deposit deductions for cleaning and damage costs. Check out the CHO Move-Out Guide, available in the office and online, for more information about smooth move-outs.