



## Residential Steps for Tenant Move Out Process

### Step 1:

A minimum of a written 30-day notice is required to vacate the premises. [Click here for the 30-Day Notice To Vacate form.](#)

### Step 2:

- DocuSign will automatically send D & G Equity a copy of your completed and signed Notice. Otherwise, you may print and email the filled out 30-day notice form to D & G Equity Management. We must receive the written notice within 24 hours of receipt for the move out date to be valid.

### Step 3:

- If you are moving out during the month (and not at end of the month) there is a pro-rated rent calculation. We go by a 30-day calendar month period. We will calculate the pro-rated rent and email it to you.

### Step 4:

- To expedite your security deposit, please provide us with a forwarding address located on page 1 of the 30-day notice form. If you are uncertain of the forwarding address, please type: "TBD".

### Step 5:

- Page 2 of the 30-day notice gives the tenants an option to schedule a "Pre-Move Out Inspection" [Calif. Civil Code §1950.5 (f)] Please fill out the date and time for the inspection. *Please note \* the system will only allow certain days and times to schedule. M-F 10:00am-3:00pm*





### **Step 6:**

- “Move Out Instructions” page 3 and page 4 is the instructions on what is required to complete prior to vacating the premises; carpets are to be professionally cleaned. If tenants rent a carpet machine and clean

### **Residential Steps for Tenant Move Out Process Continued...**

### **Step 6 Continued:**

- ...the carpets, we will charge tenant to re-clean the carpets by a professional carpet cleaning company. Copy of carpet cleaning invoice is to be submitted to D & G upon move out.

### **Step 7:**

- Take all the utilities that you pay for directly out of your name by your move out date.

### **Step 8:**

- Return all keys to the office. If we are closed, please drop off keys in our office mailbox to the left of our front door at our physical address, 14080 Mill St. lower floor, Guerneville. Do not leave the keys in the rental. Rent will be charged for each day the keys are not returned.

### **Step 9:**

- Once the keys are returned, we will view the property and complete the final move out report. We have within 21 days to return the security deposit once tenant relinquishes possession and returns keys. If there are multiple tenants on the rental contract, the security deposit will be made payable to all parties.





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