



**CEDAR
PROPERTIES**

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Subject: Move-Out Procedure

We regret to hear that you have decided to move out from your current unit. We hope that Cedar Properties has managed to make your living experience at the building as pleasant as we could, and we sure hope that you will return to one of our buildings in the future.

Please take a moment to look over this email. We've noted several important points you need to know about the move out process.

1. Cleaning.

Most importantly, we need the unit clean for future residents. We understand that moving is often a tiring process, and properly cleaning the place will take hours out of your time. Because of this, we have negotiated an excellent, fixed price for cleaning services and will pass this deal onto you. We can deduct the cost from your deposit. If you opt out of the cleaning service, you will need to comply with the attached cleaning guidelines.

2. Security Deposit.

Refunds are sent out within 21 days from the end of the lease. Please let us know how you would like us to disperse your security deposit. We need to know what percentage goes to each of you (e.g. half to each) and what addresses to send the checks to after you move out. This needs to be in writing with everyone's signature included.

3. Keys.

Return all keys to your resident manager if you have one, or deliver them to our office.

4. Garbage.

Moving out can generate a lot of trash, often more than the bins can handle. Here are a couple tips:

- Start your clean-out a week early and spread out your trash over two pickups.
- Grab some extra pick-up bags from any Berkeley public library (like downtown by the movie theater) or the City's Customer Service Center at 1947 Center St. They cost \$5.15 and fit 40 gallons of trash. You must dispose of your trash properly or you may be fined.
- For Oakland, the extra pick-up bags can be purchased at the Waste Management counter at 172 98th Ave., Oakland.

5. Change of Address.

Do not forget to notify the post office of your new address so your mail can be forwarded to you. This can be done online.

We know how difficult it can be to be moving, so please accept our best wishes, and good luck with your new home. Please feel free to contact us anytime if you have any questions or comments.

Sincerely,

Jonathan Weldon
Principal

***If you choose to decline the cleaning service,
you need to comply with the following cleaning guidelines.***

GENERAL CONDITION - The premises must be clean. All trash, bottles, etc., must be removed. Porch/balcony must also be free of debris. If property has basement, it must also be clean and free of debris.

WINDOWS - All windows must be cleaned inside and outside. If there are storm windows, they must be cleaned also.

BLINDS - All blinds are to be cleaned and in working order.

RANGE - Remove all cooking stains from range, drawers and burners. Make sure that all racks and broiler pan are clean and remain with range.

REFRIGERATOR - All food must be removed, inside scrubbed and freezer defrosted. Crisper covers must be intact. Ice cube trays must be clean and remain with refrigerator.

DISHWASHER - All dishes must be removed. All the interior parts must be cleaned and in working order. The exterior must be cleaned as well.

OTHER APPLIANCES - All appliances that came as part of the unit must remain with the unit. They must be free from debris and stains and in good working order.

CLOSETS - All items and installations such as shelves and racks must remain in closet. Closet must be clear of tenants' belongings. Sweep, vacuum, and dust as necessary. Walls in closet must be repaired as specified in the next page under "Walls".

ELECTRICAL FIXTURES - Please clean all faceplates on electrical switches such as light switches.

CABINETS - Kitchen cabinets and bathroom vanity must be cleaned. Drawers must be empty and cleaned. Medicine cabinet must be cleaned. Mirrors must be cleaned.

SINKS - Kitchen sinks, bathroom sinks, bathtubs, shower walls and shower doors are to be cleaned.

PERSONAL PROPERTY - Any personal property left on the premises after move out date will be considered trash and removed at tenant's expense. Therefore please arrange "Special Pick Up" for large items with the Department of Sanitation, etc

FLOOR - Mop the floor and vacuum any dust bunnies. Special instructions for the carpet can be found on the next page.

Utilities Payment:

- Water
- PG&E

Repairs:

- Seal holes in walls
- Seal holes in ceiling

Restore Paint:

- Repaint required walls/ceiling

Keys:

- Unit keys
- Building's front door keys
- Mail box keys
- Garage clicker

Debris:

- Discard personal property that you will not be taking with you
- Arrange "Special Pick Up" for large items with the Department of Sanitation, etc.
- You may be held responsible for the cost of removal for debris/materials you leave behind

Light Fixtures:

- Clean all light fixtures and replace any non-working bulbs

Smoke Detectors:

- Replace batteries as necessary

Walls:

- If you have soiled, added paper to any walls, it should be repaired so that one coat of owner's paint will cover wall

Carpet:

- Must be commercially cleaned or we can arrange cleaning and the charge will be billed to you
- Charges will be made for any damages such as cigarette burns, stain, torn carpeting, etc

Improvements to Property:

- Any improvements to property made by tenant inside or outside must not be removed without written permission from the property manager. This is covered in the lease contract you signed prior to your moving into the property.
- Outside improvements include landscaping, scrubs, flowers, walkways, out buildings such as storage sheds and playhouses, etc. Interior improvements include installation of ceiling fans, bookshelves, shelving, light fixtures, etc.