

Date: _____

Tenant(s) _____

Address _____

Berkeley, CA 94_____

Re: Itemized statement after initial walkthrough inspection of _____
unit address

Dear _____:

On _____, a walkthrough inspection of your rental unit was performed at your request. State law requires that I provide you with an itemized statement specifying repairs or cleaning that need to be completed to avoid deductions from your security deposit. The following is a list of repairs/cleaning that should be completed before vacating:

Item that requires repair/cleaning:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

This list is provided after reviewing the condition of your rental unit but may represent only a partial list of items that require attention. Please note that state law also permits deductions for conditions that occur between completion of the initial inspection and termination of the tenancy or conditions that were not identified during the initial inspection due to the presence of a tenant's possessions.

State law further requires me to include the text of subsections 1 - 4 of California Civil Code section 1950.5(b) which provides that a landlord is entitled to use the security deposit for the following reasons:

- (1) The compensation of a landlord for a tenant's default in the payment of rent.
- (2) The repair of damages to the premises, exclusive of ordinary wear and tear, caused by the tenant or by a guest or licensee of the tenant.
- (3) The cleaning of the premises upon termination of the tenancy necessary to return the unit to the same level of cleanliness it was in at the inception of the tenancy. The amendments to this paragraph enacted by the act adding this sentence shall apply only to tenancies for which the tenant's right to occupy begins after January 1, 2003.
- (4) To remedy future defaults by the tenant in any obligation under the rental agreement to restore, replace, or return personal property or appurtenances, exclusive of ordinary wear and tear, if the security deposit is authorized to be applied thereto by the rental agreement.

Again, your security deposit will be refunded pursuant to the requirements of California Civil Code section 1950.5. If you have not already done so, please provide me with a forwarding address where I can send a refund and/or itemized statement of deductions to you.

Thank you for your attention to this matter.

Landlord's signature and printed name

Landlord's address and phone number

This blank form was created as a service by the Berkeley Rent Stabilization Program.