

Date: _____

Tenant(s) _____

Address _____

Berkeley, CA 94_____

Re: Walkthrough inspection of _____ prior to end of tenancy
unit address

Dear _____:

On _____ you provided a written notice that you would be vacating the above-referenced rental unit by _____. State law requires that I write to notify you that you have the legal right to a walkthrough inspection of your rental unit during the last two weeks of your tenancy. The purpose of this inspection is to let you know what, if anything, needs to be cleaned or repaired in order to avoid deductions from your security deposit.

After the inspection, I or my agent will provide you with a list of repairs that need to be done or areas that need to be cleaned in order to avoid deductions from your security deposit. If these conditions are not remedied before the end of the tenancy, money will be deducted from your security deposit as authorized by California Civil Code section 1950.5.

Please note that state law also permits additional deductions for conditions discovered after the end of your tenancy.

I propose the following dates for an inspection of your rental unit: _____. If these dates do not work for you, please inform me of other times that you are available for the walkthrough inspection. If we are not able to work out a mutually convenient time for the inspection, you may either forego your right to an inspection or a walkthrough can be done in your absence.

After you surrender possession of the premises, a check will be mailed to you, less any authorized deductions, if any, along with an itemized statement for how the deductions were spent (and copies of receipts and invoices if the amount deducted for cleaning and repairs is more than \$125.00). This will be mailed to you within 21 days of the day after you return possession of the rental unit to me by relinquishing all keys to the unit as required by California law. Please remember to provide me with a forwarding address.

Thank you for your attention to these matters. Please contact me or _____, my designated representative, at the following phone number, _____, to indicate whether you would like the walkthrough inspection.

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.