



Downtown Main Office
647 E. 4th St.
Long Beach, Ca 90802
Office Hours 9:00 AM to 5:00 PM
Monday-Saturday



Revised 10/16/04
Tenant Move out

Belmont Heights Rental Office
C/O Out of the Box"
375 Redondo Ave.
Long Beach, Ca 90814

EQUAL HOUSING OPPORTUNITY
We Do Business in Accordance With
The Federal Fair Housing Law
(The Fair Housing Amendments Act of 1968)

TENANT MOVE OUT

Upon your decision to vacate the premises, please:

- ◆ Give thirty (30) days written notice (use the form provided in this package). It is effective the date it is received in our office.
- ◆ On your notification, indicate whether only a roommate is leaving or if everyone is leaving
- ◆ If you have a garage, you need to let us know. Our office will mail you back a "Confirmation Letter" acknowledging your notification.
- ◆ Return all keys and any parking remote controls to our office (you will be subject to a \$50.00 charge for each remote control not returned).
- ◆ If you fail to return your keys, legally you are still in possession of the unit. You will be subject to daily pro-rated rent for each day past your notice that the keys are not received, along with the cost of replacing the locks.
- ◆ If you would like your security deposit refund to be divided between roommates upon vacating, we require a letter from each tenant requesting this. If not indicated upon move-out, the refund check will be made out to all tenants that were living in the apartment. Please note that we do not refund "Partial" deposits when only a roommate leaves.
- ◆ Don't forget to give us a forwarding address so that we can return your refund/security deposit notice within twenty-one (21) days.