

Moving In & Moving Out Checklists

BERKELEY RENT BOARD

NEITHER expiration of a lease nor sale of property is a good cause for eviction in Berkeley!

SEE THE RENT BOARD'S FORMS WEBPAGE FOR THESE SAMPLE LETTERS & FORMS :

- ✓ Move-in/move-out checklists
- ✓ 30-day notice of intent to vacate unit
- ✓ Letter notifying landlord of new address

MOVING IN

- Under state law, a security deposit may not exceed two times the monthly rent if the unit is unfurnished
- Be aware that if a tenant moves into an existing tenancy, rent may be increased to market rate when the last "original" occupant moves out
- Request move-in inspection with the landlord (see Rent Board website for sample checklist and take photos)

MOVING OUT

- Tenants must give the landlord at least 30 days' written notice of their intent to move
- Request a move-out inspection and take date-stamped photos of the condition of the unit before vacating
- The landlord is obligated, under state law, to refund the deposit or provide an accounting of funds within 21 days of the tenant vacating the unit

April 2018

KNOW YOUR RIGHTS! Speak with a Rent Board counselor at 510-981-7368 (RENT)

IMPORTANT REMINDERS FOR TENANTS

RENT BOARD COUNSELORS ARE AVAILABLE TO HELP YOU!

IF YOU ARE BREAKING A LEASE:

A tenant who breaks a fixed-term lease could be responsible for rent for the remainder of the lease term unless a replacement tenant is found, but the landlord has a responsibility to mitigate the damages by finding a replacement.

BEFORE YOU SUBLEASE YOUR UNIT:

Check the lease language regarding subletting. If it's prohibited, tenants should not sublease. If conditions apply to subletting the unit, be sure to understand the terms. Subletting with the intent to return to the unit has different implications than finding a permanent replacement roommate. Call a counselor for more information!

ATTEND A FREE MOVE-IN/MOVE-OUT SEMINAR ON MAY 9th!

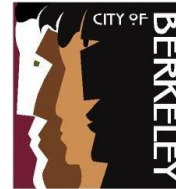
5:15 - 6:15 pm at Rent Board Office 2125 Milvia Street

Register on the Rent Board's website under Events

Se habla Español. 我們可以說中文

PHONE: 510-981-7368 (RENT) EMAIL: rent@cityofberkeley.info WEBSITE: www.cityofberkeley.info/rent

ADDRESS: 2125 Milvia St Berkeley, CA 94704 HOURS: Mon. - Fri. 9 am - 4:45 pm except Wed. Noon - 6:30 pm



Berkeley Rent Board

2125 Milvia Street Berkeley, CA 94704

Contact us for **FREE housing counseling!**
510-981-7368 (RENT)

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