Date: ____________________________

Tenant(s) ______________________________________
Address ____________________________
Berkeley, CA 94_____

Re: Walkthrough inspection of _______________________________ prior to end of tenancy

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.