

## 60-Day Notice of Termination of Lease Agreement

Date: \_\_\_\_\_

North Berkeley Properties  
Attn: Leasing Department  
2115 Shattuck Avenue  
Berkeley, CA 94704

Re: **60-Day Notice of Move Out**

Dear North Berkeley Properties:

I/We the tenant(s):

\_\_\_\_\_  
*(List all names of tenants giving notice)*

Of your property located at:

\_\_\_\_\_  
*(Street Address of Property & Unit Number, if applicable)*

As it pertains to the lease agreement in Section 2, Item (a), I/We are hereby giving you 60-Days' Notice of terminating our lease agreement. The last date of occupancy shall be:

\_\_\_\_\_  
*Date*

I/We the tenant(s) of your property understand that all keys, remotes, locks, etc. **must be delivered no later than 12:00 p.m. on the last date of occupancy.** Any holding over past that time shall constitute a daily charge of the contracted rent.

I/We the tenant(s) understand that the unit must be delivered in the same condition as at the beginning of the lease agreement, with exception of reasonable wear and tear. All personal items will be removed from the unit, and the unit will be left in a clean condition. The personal property of the tenancy will not be left onsite for North Berkeley Properties removal. It will be my/our responsibility to remove ALL belongings from the property, including storage lockers and garage spaces. Any belongings left will be at no cost to North Berkeley Properties, and any cost of removal will be deducted from the security deposit.

For remittance of the final security deposit check, please mail ONE check with ALL Names to the following address:

\_\_\_\_\_  
Tenant #1 Signature

\_\_\_\_\_  
Tenant #3 Signature

\_\_\_\_\_  
Tenant #2 Signature

\_\_\_\_\_  
Tenant #4 Signature

*Completed form can be mailed, scanned and emailed, or faxed to our office @ 510.849.0387*