



## **One Tenant Leaves While Others on the Lease Stay**

### **Question:**

What is the procedure when one master tenant (one who is on the lease) wants to leave the lease but other master tenants are planning on staying? *(Please note that none of this applies to subtenants since Unif Management, Inc. has no formal arrangement with them.)*

### **Answer:**

We need you to fill out two forms for us before you depart:

1. *30 Day Notice*: This formally tells us you will be departing, when and where you're going, in case we need to contact you later.
2. *Security Deposit Release Form*: This releases you from being part of the disposition of the original security deposit whenever it is finally returned. The tenancy ends when comes when all keys have been returned and tenants have surrendered the unit to the Owner/Agent free and empty of all persons claiming any right to possess the premises.

After you fill out both forms, please mail them to Unif at:

Unif Management, Inc.  
500 Masonic Ave  
San Francisco, CA 94117

**THIRTY-DAY NOTICE OF TENANT'S INTENT TO VACATE**

TO: Unif Management, Inc. (Owner/Agent)

You are hereby given notice that:

\_\_\_\_\_ (Tenant) intends to terminate the tenancy and to  
move from the premises located at:

\_\_\_\_\_, Unit # \_\_\_\_\_  
(Street Address) (if applicable)

San Francisco, CA \_\_\_\_\_  
(Zip)

as of \_\_\_\_\_ .  
(Date)

It is understood as follows:

- a. that a Thirty-Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies;
- b. for a Resident on a fixed-term lease, a Thirty-Day Notice of Intent to Vacate does not release Resident from any obligation of the lease, including payment to the end of the lease term;
- c. Remaining tenants' possession of the unit remains in effect until all keys have been returned and tenants have surrendered the unit to the Owner/Agent free and empty of all persons claiming any right to possess the premises.

Forwarding Address: \_\_\_\_\_

New Phone Number: \_\_\_\_\_

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

## Security Deposit Release Form

Property Address: \_\_\_\_\_, Unit # (if applicable): \_\_\_\_\_

San Francisco, CA 94

Tenant Name: \_\_\_\_\_

Vacating Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I will be vacating the premises listed above. However, there are still original lease holders that wish to remain and occupy the said premises. I hereby surrender any and all claims of the security deposit, or my portion thereof, including any security deposit interest that has or will accrue, to ALL remaining occupants that are listed on the rental agreement. I understand that by signing this form, I release all present and future claims to the security deposit with regard to the landlord/ownership, its successors, its agents, and its management. I hereby agree to forever hold the landlord and its agents/successors harmless from any claims related to or involving the security deposit and its disposition.

My forwarding address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cell phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Vacating Tenant Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_