

## Check-Out Procedures

Please read the following check-out procedures. Note that these procedures do not apply if all tenants in a unit are renewing; please read carefully to determine which situation applies to your unit. **Please see the attached page for the Security Deposit Breakdown Form for your deposit refund.**

### 1. Situation 1: In the event that all tenants are moving out and the lease will end.

- a. In conjunction with a third party company, City Park management will be evaluating the unit after all tenants have moved out to give a quote for damages and cleaning fees. Please ensure that all trash and debris have been cleared from the room, or there will be a trash fee.
- b. All damage and cleaning will be listed on the quote sheet, along with how much it will cost to fix the damages.
- c. How to split these fees will be determined by the tenants among themselves, and will be deducted from the security deposit.
- d. As tenants move out, they must each come into the City Park Leasing Office and fill out their portion of the Move Out Summary.
- e. Once the fees are deducted, the remainder of the security deposit will be returned to the tenants.
- f. Please remember to call LADWP to stop the service for the unit.

### 2. Situation 2: In the event that only some tenants are moving out, and at least one tenant is renewing.

- a. All prospective tenants for the next year must examine the unit. We highly encourage that they take pictures and/or videos as proof of any sort of damages during that time.
- b. After examining the room, these prospective tenants must come into the City Park Leasing Office and fill out their portion of the Move Out Summary.
  - i. Tenants who move out must return their keys to the main office. Please do not directly give them to the new tenants.
  - ii. If the prospective tenants do not see any notable damages or need for cleaning, they can sign the "No-Damage Agreement", conceding that they agree to a full refund to the tenant(s) moving out.
  - iii. If the prospective tenants *do* see damages and need for cleaning in the unit, they must list the defects. Prospective tenants will have a discussion with the tenant(s) moving out for how much the tenant(s) moving out will pay for these defects. All parties must clarify and sign these agreements.
  - iv. The tenants who are moving out must leave the apartment in a condition that is clean and livable enough for new tenants to move in. If the condition is too poor and requires a few days of cleaning and fixing before the new tenants move in, then the tenants moving out are responsible for the rent for those few days while the unit is being prepared.
- c. City Park management as well as a third party company will also be examining the rooms and giving a quote for any damages or necessary cleaning fees.
- d. If necessary, please ensure that the LADWP service is transferred to the next tenants.

3. **For all tenants** who will be receiving their deposit returns after moving out, they must first clear the amount with all prospective and previous tenants. Then, to receive the deposit back, they must either provide their permanent mailing address so City Park can mail them the check; or, if they prefer, they may pick up the check physically from City Park Office. In the event that they would like an acquaintance to receive or pick up the check, there is an Authorization Letter available on our website.

Please let us know if you have any further questions concerning these procedures.

# City Park Apartments

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## SECURITY DEPOSIT BREAKDOWN

We, \_\_\_\_\_

\_\_\_\_\_

the tenants of Apt # \_\_\_\_\_ in City Park building 1246 / 1247 , agree to breakdown our

total security deposit of \$ \_\_\_\_\_ and/or No Parent's

Guarantor Deposit \$ \_\_\_\_\_ from our 202\_\_-202\_\_ lease

year that began on \_\_\_\_\_ (MM/DD/YY) and ended on \_\_\_\_\_ (MM/DD/YY) as

follows:

Name (Print)	Original Deposit	Deduction	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**All other covenants and conditions of the lease shall remain in effect and no covenant or condition of the lease shall be deemed waived by any action or non-action in the past.**

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