



MERIDIAN GROUP

Real Estate Management, Inc.
5290 Overpass Road, Bldg. D
Santa Barbara, CA 93111

P. (805) 692.2500 • F. (805) 692-5020 • meridiangrouprem.com • DRE#01272282

To: Resident of Meridian Group
4321 El Colegio Road
Goleta, CA 93117

From: Meridian Group

Date: May 1, 2019

Re: Move-Out Instructions

Thank you for renting with Meridian Group this year. Enclosed please find information to assist you and answer questions you may have regarding to the move-out process. Per your lease agreement, your lease will terminate **at 12 PM on June 15, 2019**. It is our hope that this turnover process will go smoothly for you, as we would like to be able to refund your full security deposit to you. In order to help you get your full security deposit back, we have enclosed the following information:

- **Standard Notice of Right to Request Initial Inspection:** Pursuant to California Civil Code 1950.5, you have the right to request that we make an inspection of the Premises prior to the termination of your tenancy for the purpose of giving you an opportunity to remedy deficiencies in order to avoid deductions from your security deposit. **To set an appointment, please return the enclosed Request for an Initial Inspection or call our office or email your property supervisor no later than 2 weeks prior to the termination of your lease, or by June 3, 2019. The initial inspection can be scheduled Monday through Friday, 9 AM - 4 PM, excluding holidays.** If we do not hear from you, we will assume that you are waiving your right to the initial inspection.
- **Bike Hauling:** Bikes left on the property will be removed and donated or discarded during the week of June 17-21, 2019. You must take your bike with you when you move out or it will be hauled. If you are moving to another Meridian Group property, please store your bike indoors during this week to avoid having it hauled.
- **Move-In / Move-Out Videotape:** If you signed up for the move-in / move-out videotaping service with UCSB Community Housing Office, it is your responsibility to contact them to schedule the move-out taping. You can reach them at (805) 893-4371 or www.housing.ucsb.edu.
- **Hauling and Waste:** You can donate unwanted items of furniture, clothing, and other qualified items to the GIVE program in June. The donations are sold at a giant sale and the proceeds benefit organizations and projects that help improve the quality of life in Isla Vista. They can be contacted at (805) 893-4569 or www.sa.ucsb.edu/give-iv/welcome. You can also donate to Goodwill or The Rescue Mission. You will be responsible for charges associated with hauling any personal items left behind.
- **Forwarding Address Form:** This form should be completed by the key person. The address provided on this form will be used to forward the security deposit reconciliation and refund. You may return the form to our office, email it to us at info@meridiangrouprem.com, or leave it in the unit for the inspector to collect on move-out day.
- **Request for Late Move-Out:** ONLY graduating seniors may extend their lease for one day after their graduation, if graduating in June. You must provide proof of graduation, and you must pay for the extra day(s) you will be occupying the unit when you turn in your request. Rent for the extra day(s) is calculated by dividing the full rent of your unit by 30 and multiplying it by the extra days you are approved to extend your lease. Only then will you be allowed to move out at **12 PM** on the day following your graduation. **Requests must be submitted to our office no later than the Friday, June 14, 2019.**

- **Helpful Cleaning Tips and Price List** – We want to help you get your full security deposit back. Enclosed is a list of cleaning recommendations and approximate costs associated with independent vendors with whom we already work for general cleaning, carpet cleaning, and painting. If you decide to complete any of the work yourself, please make sure that you are finished and completely vacated from the unit **by 12 PM on June 15, 2019**. Should you opt to hire your own vendors, they should be licensed, bonded and insured. Please provide us with a copy of your receipt for cleaning and carpet cleaning upon vacating your unit for verification that these services were completed.

ALL forms must be received promptly in our office. They can be submitted by email to info@meridiangrouprem.com or by mail or in person to our office. You may chose to drop off all keys, forwarding address form and any other information for us at our office or you can leave them on your kitchen counter. Should you chose to leave them in your unit, please call or email us to let us know so we know that you have vacated the unit on time.

Please contact us if you have any questions. We can be reached at info@meridiangrouprem.com or at (805) 692-2500.

We hope you have a wonderful summer and we wish you the best of luck in the next chapter in your life!

STANDARD NOTICE OF RIGHT TO REQUEST AN INITIAL INSPECTION

TO: Resident of Meridian Group

and all subtenants and any other occupants (collectively the "Tenant") in possession of the premises located at:

ADDRESS: 4321 El Colegio Road CITY: Goleta ZIP CODE: 93117 ("Premises")

- 1. Pursuant to California Civil Code § 1950.5, you have the right to request that the landlord or the landlord's agent ("landlord") make an inspection of the Premises prior to the termination of your tenancy for the purpose of giving you an opportunity to remedy deficiencies (consistent with your rental agreement), in order to avoid deductions from your security deposit.
2. This inspection can be conducted no earlier than two weeks prior to the termination to your tenancy. Tenant's lease or rental agreement is scheduled to terminate on June 15, 2019.
3. Tenant has the right to be present at this inspection.
4. Tenant is not required to have Premises inspected prior to termination of tenancy.
5. Tenant understands that not later than three weeks (21 days) after you has vacated the rental premises, the landlord shall furnish the Tenant with an itemized written statement of the basis for, and the amount of, any security withheld and shall return any remaining portion of such security to the tenant. Tenant agrees that the landlord may send the written statement and any remaining portion of the security deposit to the Key Person designated on the face of the Lease/Rental Agreement only, and by doing so landlord will have fulfilled the requirements of Civil Code Section 1950.5.
6. Select ONE (1) of the following options and sign, date, and return this notice to the landlord at the address indicated below no later than May 11, 2019. If you do not complete and return this notice to the landlord at the address indicated below within 72 hours after receiving it, the landlord will presume that you are waiving your right to the inspection.

INITIAL INSPECTION REQUEST / WAIVER

Please select one of the two options provided below:

I, the Tenant, want an inspection of the premises prior to the termination of my tenancy on (Enter date and time of your choice. Selection must be Monday through Friday, 9 AM - 12 PM or 2 PM - 4 PM. NO weekends or holidays. The Property Supervisor will contact you to reschedule if your selection is not available.)

DAY: Mon Tue Wed Thu Fri DATE: / / TIME: : AM / PM

If the landlord is not available at the time and date stated above, and you still wish to have an inspection prior to the termination of your tenancy, the landlord will contact you to schedule a time and date that is mutually acceptable.

SIGNATURE OF TENANT: DATE: / /

I, the Tenant, do not want an inspection of the Premises prior to the termination of my tenancy.

WAIVER OF NOTICE: California Civil Code §1950.5 requires that the landlord provide the Tenant with at least 48-hours prior written notice of the time and date of an inspection of the premises prior to the termination of the tenancy. A landlord and a tenant can agree to forgo the right to the 48-hour prior written notice by signing a waiver. If you agree to waive the right to the 48-hour prior written notice, please sign below and return a copy of this Notice to the Landlord at the address indicated below.

SIGNATURE OF TENANT: DATE: / /

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Real Estate Management, Inc.

LANDLORD (Owner or Agent): Lauren Totten DATE: 5/8/2019

ADDRESS: 5290 Overpass Road, Building D, Santa Barbara, CA 93111

BIKE HAULING: June 17th - 21st

Please be advised that bikes abandoned or left behind at properties managed by Meridian Group will be removed during the week of move-out.

This includes bikes belonging to current, continuing and future residents and those found locked to any part of the properties. Bikes will be donated or disposed of. Please store your bikes indoors during this week.

Do NOT store your bikes or other items on the property after you have moved out, as they will be removed and discarded.

Thank you for your cooperation!



KEYS & PARKING PERMITS

Don't forget to return your Keys and Parking Permits at move out. Keys and parking permits must be received in our office no later than June 16, 2019.

The cost of re-keying your unit can exceed \$100 if we do not receive all of your keys. This includes, but is not limited to the front door, laundry room, gate and mail box keys.

There is a \$50 charge for any parking permit not returned.



UCSB COMMUNITY HOUSING OFFICE (CHO) MOVE IN / MOVE OUT VIDEOTAPING SERVICE

Please contact the UCSB Community Housing Office directly to schedule your appointment for the move-in / move-out videotaping service. Days and times fill up quickly, so don't delay! Contact CHO at (805) 893-4371 or housing.ucsb.edu/cho.



GIVE IV: Reduce, Reuse and Recycle

The GIVE program accepts donations of unwanted and reusable clothing, books, furniture, household furnishings, kitchenware, canned and packaged foods, and miscellaneous items during Isla Vista and UCSB's annual move-out time in June.

Donating to this cause can help you avoid extra fees for hauling and disposing of unwanted items. Visit www.sa.ucsb.edu/give-iv for more details.



WARNING!

Burning furniture or trash on private or public property is against the law!

Having interior furniture on the exterior of any Isla Vista property is prohibited at all times. Fines range from \$235 - \$535 per day (SBC Code Chapter 17-9)



FORWARDING ADDRESS

MOVE-OUT ADDRESS: _____

KEY PERSON'S NAME: _____

FORWARDING ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

***The address provided by the Key Person on page 2 of your lease agreement will be used for your security deposit reconciliation if this form is not returned to us.**

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Request for Late Move-Out

Graduates may ask to extend their lease for **1** day after their graduation, if graduating on June 15th or 16th. If approved, you will be allowed to move out at **12 PM** on the day following your graduation.

To qualify:

- You must provide proof of graduation.
- You must pay for the extra day(s) you will be occupying the unit at the time you submit your request.
Rent for the extra day(s) is calculated by dividing the full rent of your unit by 30 days and multiplying that number by the extra number of days you are approved to extend your lease.
Example: If your lease expires June 15th and you graduate June 16th, you can be approved to stay in your unit until 12 PM on Monday, June 17th.
If the total rent for your unit is \$2,400, take $\$2,400 / 30 = \80 per day. $\$80 \times 2$ days = \$160.
\$160 is what you would owe for rent for June 16th and 17th.

***Requests for late move-out must be submitted to our office no later than Friday, June 14, 2019.**

****Rent for the additional day(s) must be paid at the time you submit your request.**

CONGRATULATIONS GRADUATES!



CLEANING SUGGESTIONS

Upon move-out, you are expected to leave the unit in the same condition it was in when you moved in, minus normal wear and tear. Clean the unit as well as you would like it to be if you were new and moving into the apartment. Below are some suggestions for cleaning along with general items that are often missed. Items mentioned are suggestions, and there may be additional items specific to each unit that will need to be cleaned (e.g. garages, yards, patios).

GENERAL CLEANING

- Clean all baseboards and doorjamb with a damp cloth to remove dust and cobwebs.
- Clean all outlet covers and switch plate covers of dust, dirt, and fingerprints.
- Clean all light fixtures of dust and bugs.
- Clean all windows (inside & outside) including window frames and tracks. *Note:* Residents of upstairs units will not be charged for cleaning outside upstairs windows that cannot be accessed by a walkway or balcony.

KITCHEN

- Clean walls of grease and dust, especially near the sink and stove.
- Clean inside and outside of kitchen cabinets and drawers and wipe them clean of sticky spots and crumbs.
- Clean stove and oven. *Note:* Be sure to clean under stove top and wipe off oven cleaner residue with vinegar.
- Defrost the freezer, if needed, and clean the refrigerator and freezer inside and out. Don't forget to clean underneath and behind the refrigerator.
 - Leave the refrigerator on with the doors closed or unplug it at the outlet, leaving it off and with the doors open.
- Clean sink and faucets.
- Clean floors. Be sure to get in the corners and edges. This includes moving the refrigerator and stove and sweeping and mopping underneath these appliances.

BATHROOM

- Clean all walls and ceilings of mildew, water spots, hair and lint.
- Clean floors and baseboards, including corners and edges.
- Clean tubs, showers and sinks of all hair, mildew and soap scum.
- Clean toilets, including back, base, bowl, and tank.
- Clean inside and outside of vanity and/or medicine cabinets.

LIVINGROOM AND BEDROOMS

- Clean cobwebs from walls, corners and ceilings.
- Clean closet shelves and floors.
- Clean baseboards, switch covers, outlet covers, and windows.

CARPETS

- Before you moved in, the carpets were either professionally steam-cleaned or were new. Therefore, the carpets must be steam cleaned before a new resident moves in to the unit.
- If you do not have the carpets cleaned, we will have them professionally steam-cleaned, and the cost will be deducted from the security deposit.
- If you decide to schedule the carpet cleaning yourself, please provide a copy of the invoice from the professional steam-cleaning company at the time you vacate the apartment to verify that the service was done. Otherwise we must assume that it was not done.
- The use of a Rug Doctor or any like device for cleaning carpets yourself is not permitted.

Some suggested products:

Bar Keeper's Friend Cleaner and Polisher, Clorox Sprays and Wipes, Easy-Off Oven Cleaner, Goo Gone, Krud Kutter, Lysol Sprays and Wipes, Mr. Clean Magic Eraser, Pine Sol, Simple Green, Tilex, Windex.

Note: It is helpful to continuously change the dirty water while cleaning.

VENDOR PRICE LIST

GENERAL CLEANING

	STUDIO	1BR/1BA	2BR/1BA	2BR/2BA	3BR/2BA	4BR/2BA
LIGHT	\$125 - \$150	\$125 - \$150	\$125 - \$165	\$150 - \$175	\$160 - \$195	\$175 - \$205
MEDIUM	\$150 - \$175	\$150 - \$180	\$165 - \$185	\$175 - \$215	\$195 - \$235	\$205 - \$255
HEAVY	\$175 - \$200	\$180 - \$215	\$185 - \$215	\$215 - \$275	\$235 - \$295	\$255 - \$305
EXTRA HEAVY	\$200 - \$250	\$215 - \$265	\$215 - \$275	\$275 - \$350	\$295 - \$375	\$305 - \$395

updated 5/17/2018

Additional charges apply for the cleaning of WINDOWS and BLINDS

WINDOWS	MINIMUM	EACH ADDITIONAL	BLINDS	SMALL - EACH	LARGE - EACH
	\$50	\$12.50		\$12.50	\$17.50

These prices are quoted by Quality Maids (800-685-1582) and Silvia's Cleaning Service (805-682-6141). These prices are offered by them to residents of Meridian Group located in Santa Barbara County. These prices are based on cleaning the entire unit, while vacant. We cannot guarantee these prices or that additional deductions will not be made from your security deposit if you request only certain or specific areas of the unit be cleaned, or that it be cleaned while still occupied. Prices are subject to change based on the actual size of the unit and extra or additional rooms (garages, laundry rooms, decks, patios, etc.). For cleaning services in North Santa Barbara County, please contact Quality Maids.

STEAM CLEANING: CARPET, FURNITURE, UPHOLSTRY

	STUDIO	1BR/1BA	2BR/1BA	2BR/2BA	3BR/2BA	4BR/2BA
UNFURNISHED	\$80	\$90	\$110	\$120	\$150	\$170
FURNISHED	\$90	\$120	\$140	\$140	\$175	\$190
STAIRS	\$60					
SOFA	\$90					
CHAIR	\$55					

Heavily soiled carpets, trash pick-up and hauling are subject to additional charges. These prices are quoted by Classic Carpet Care and Quality Maids. If you would like to schedule to have the carpets cleaned, you may contact Classic Carpet Care (805-963-4164) or Quality Maids (800-685-1582) for an appointment. There is a minimum charge of \$80. For North Santa Barbara County, please contact Olivera's Carpets (805-736-9399) or Quality Maids (805-588-0600).

PAINTING

COMPLETE						
STUDIO	1BR / 1BA	2BR / 1BA	2BR / 2BA	3BR / 2BA	4BR / 2BA	
\$710	\$895	\$1,065	\$1,220	\$1,375	\$1,565	
PIECE WORK						
BEDROOM	LIVING ROOM	KITCHEN	BATHROOM	HALLWAY	WALL	KITCHEN CABINETS
\$200	\$200	\$220	\$220	\$220	\$50	\$345 - \$700

Updated 04/10/2017

Walls that are damaged and require repair or that are painted a different color other than the original color are subject to additional charges. Painting is amortized over a 3-year period. For example: if your apartment was painted before you moved in, you would be responsible for 2/3 of the cost to re-paint as needed after 1 year of living there. If it was painted the year before you moved in, you would be responsible for 1/3 of the cost to re-paint after 1 year of living there.

HAULING is billed back at an hourly rate plus dump fees. Any items remaining in or around the unit will be hauled away and charges incurred will be deducted from the security deposit. To avoid these charges, place all trash inside of the trash receptacles, and take large items directly to the dump. Cleaning of overflowing trash and large items around the dumpster will be billed back evenly to all vacating residents.

***NOTE:** Prices listed above are estimations of costs. These costs may increase or decrease depending on the actual condition of the unit, the actual work required and for extraordinary damages. Prices are subject to change based on the actual size of the unit and additional rooms (garages, laundry rooms, decks, patios, etc.).