



5842 Lonetree Blvd.
Rocklin, CA 95765
P. 916.520.1712
F. 916.367.6782
BRE# 01882979

Termination of Property Management Services

Date: _____

Property Address: _____

Last Day of Management: _____

Reason for Terminating: _____

Vienna Property Management recommends management 21 days past the tenants move out date. This will allow our office to handle the move out inspection, coordinate any tenant charged repairs and process the security deposit disposition.

Vienna will handle the following within the termination period:

- 1) Move out inspection once the tenant vacates.
- 2) Provide an estimate for the tenant charged repairs to the home and complete repairs with owner approval.
- 3) Process the security deposit disposition within 21-days from the date tenant gave up possession.

Per CA law – the owner has 21 days from the date the tenants give up possession to complete all necessary tenant charged repairs and process the security deposit disposition. This must be mailed by the 21-day deadline, if the deadline is missed the owner will be charged a fine.

- Note that once our services are terminated per the notice date, we will no longer be able to handle any management on this home as we will not have contractual authority.
- If you choose to cancel management immediately upon tenant giving up possession the security deposit funds will be forwarded to you and you will be required to complete the deposit disposition.
- The tenant will be given the contact information that we have on file for you.
- Vienna Property Management will not rekey the home.

Owner Signature(s): All parties who signed the original Property Management Agreement must sign below. The notice will not be effective until it’s received in Vienna’s office via email, fax or personal delivery.

Print Name

Signature

Print Name

Signature

Print Name

Signature