

### 30 Day Notice to Transfer

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

Tenant (s): \_\_\_\_\_ Telephone: \_\_\_\_\_

The Landlord  
1201 Fulton St.  
San Francisco, CA 94117

We are current tenants at \_\_\_\_\_, apt # \_\_\_\_\_. We would like to request a transfer tenancy to the building located at:

**Address:** \_\_\_\_\_ **Apt #:** \_\_\_\_\_ **Rent:** \_\_\_\_\_

Pets in unit? Yes/No Pet(s) names: \_\_\_\_\_

Reason for transfer request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If approved for the transfer, the current premises will be vacated and left clean and in “move-in” condition, ready to be re-rented. We acknowledge that it will cost more to have any repairs or cleaning done by the Landlord’s vendors than it would be to do it ourselves. We will schedule the move-out inspection with the resident manager so that we will be completely moved out and the apartment will be completely clean within 24 hours of our new lease start date. We understand that any necessary cleaning or repairs to bring the apartment into “move-in” condition will be withheld from our security deposit.

Sincerely yours,

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

**Management use only**

Date Rec’d: \_\_\_\_\_

Received by: \_\_\_\_\_