

NOTICE OF BELIEF OF ABANDONMENT

Date: [Insert Date]

To: [Insert Former Tenant Name]

Address: [Insert Last Known Address]

City, State, Zip: [Insert City, State, Zip]

Property Address: [Insert Address of Rental Unit]

Dear [Insert Name],

The personal property described below was left at the premises located at the address above after you vacated the unit on [Insert Date of Move-Out].

Description of Property:

[Insert detailed list of items or state "See attached inventory list"]

You are hereby notified that these items are believed to be abandoned. You may claim this property at [Insert Address where items are stored].

Unless you pay the reasonable cost of storage for all the above-described property and take possession of the property no later than [Insert Deadline Date, e.g., 15-18 days from notice], this property may be disposed of in the following manner:

- Sold at a public sale.
- Kept by the landlord.
- Destroyed or disposed of if the total value is less than \$[Insert Local Legal Limit].

Please contact the undersigned immediately to arrange for the retrieval of your belongings.

Sincerely,

[Insert Landlord/Manager Name]

[Insert Phone Number]

[Insert Email Address]