

OFFICIAL NOTICE OF ABANDONED PROPERTY

Date: [Insert Date]

To: [Name of Tenant/Owner]

Address: [Last Known Mailing Address]

City, State, Zip: [City, State, Zip Code]

RE: NOTICE OF BELIEF OF ABANDONMENT

Property Address: [Insert Address of Abandoned Property]

This notice is being sent to you regarding the real property located at the address listed above. It has come to the attention of [Landlord/Property Manager Name] that the premises appear to be abandoned.

The belief that the property is abandoned is based on the following observations:

- Rent has been unpaid for [Number] consecutive days.
- Utility services have been disconnected or discontinued.
- The property has been vacant for [Number] days.
- Personal observations of the premises indicate no residency.

Please be advised that the lease/tenancy for this property will be terminated effective [Insert Termination Date, e.g., 15-18 days from date of notice] unless you provide a written response stating your intent not to abandon the property.

PERSONAL PROPERTY:

If you do not reclaim any personal property remaining on the premises by [Insert Deadline Date], the items will be disposed of, sold, or stored in accordance with local and state laws. You may be responsible for the costs of storage and moving.

If you intend to occupy the property or claim your belongings, you must contact the undersigned immediately at the contact information provided below.

Sincerely,

[Signature]

[Printed Name]

[Title: Landlord/Property Manager/Owner]

[Phone Number]

[Email Address]