

**NOTICE OF RIGHT TO RECLAIM ABANDONED PROPERTY**  
(California Civil Code ' ' 1983, 1984)

To:            [Former Tenant's Name]  
Address:       [Last Known Address of Former Tenant]

When you vacated the premises at [Premises Address], the following personal property remained:

[Reasonable Description of Tenant's Personal Property]

You may claim this property at [Landlord's Address, or Property Manager's Address, Where Former Tenant Can Make Arrangements to Retrieve the Possessions, Not Necessarily Where the Items Are Actually Stored]. Please make arrangements to claim this property by telephoning [Landlord's or Property Manager's Name] at [Phone Number].

Unless you pay the reasonable cost of storage for all the above-described property, and take possession of the property which you claim, not later than \_\_\_\_\_ [insert date that is not less than 15 days after notice is personally served or 18 days after the notice is deposited in the mail], this property may be disposed of pursuant to Civil Code ' 1988.

Because this property is believed to be worth less than \$300.00, it may be kept, sold, or destroyed without further notice if you fail to reclaim it within the time indicated above.

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Landlord's Signature

**[USE NOTE:** Use this form when the value of the abandoned property is worth less than \$300. If property is worth more than \$300, use a different form or consult with an attorney. This notice must either be served personally on the tenant, or sent by first-class mail to the tenant's last know address and any other address where there is reason to believe the tenant will receive the notice. If the notice is served by mail, one copy should be sent to the premises vacated by the tenant.]

(Rev. 10/14/04)