

**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.

If you fail to reclaim the property, it will be sold at a public sale after notice of the sale has been given by publication. You have the right to bid on the property at this sale. After the property and the cost of storage, advertising, and sale is deducted, the remaining money will be paid over to the county. You may claim the remaining money at any time within one year after the county receives the money.

\_\_\_\_\_  
Landlord's Signature

**[USE NOTE:** Use this form when the value of the abandoned property is worth \$300 or more. If property is worth less 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.]

