

**The Law Offices of
Dennis P. Block & Associates
Office Number 800 77 EVICT (38428)**

After your tenant vacates the premises there might be personal property of your tenant. If this is the case, you should use the attached form entitled "Notice of Right to Reclaim Abandoned Property". This notice should be addressed to the tenant and mailed to his last known address. If you do not know that address, then you should mail it to the premises that were just vacated.

All property should be itemized in the space provided or on an attached sheet of paper. You must also indicate where the items should be retrieved. The items do not have to remain on the premises but can immediately be moved off and stored in any locked storage facility.

The tenant has eighteen (18) days to reclaim the property and therefore you should put in a date eighteen (18) days from the date that this is mailed out in the space provided. If the property is worth less than \$700, please check the first box and this will allow you to dispose of the items in any way that you see fit. Of course you must wait the eighteen (18) day period. If the property is worth more than \$700, then you must check the second box and an auction must be held.

I would recommend that you contact Brad or Marci at 818 994-8243 if you need to hold a public auction.

Please note that the attached form is **unnecessary** if the Sheriff actually did the lockout. In that instance the tenant will only have 15-days to retrieve their items. You will still need to hold an auction if the value of the property is \$700 or more.

Yours very truly,
DENNIS P. BLOCK

Notice of Right to Reclaim Abandoned Property

To: _____
(Name of former tenant)

(Address of former tenant)

When you vacated the premises at:

(Address of premises, including room or apartment number, if any)

the following personal property remained:

(Insert description of the personal property)

You may claim this property at:

(Address where property may be claimed)

If you claim this property by _____ (insert date not less than 2 days after the former tenant vacated the premises), you may minimize the costs of storage.

If you fail to claim this property by _____ (insert date not less than 2 days after the former tenant vacated the premises), unless you pay the landlord's reasonable cost of storage for all the above-described property, and take possession of the property which you claim, not later than:

(insert date not less than 15 days after notice is personally delivered or, if mailed, not less than 18 days after notice is deposited in the mail) this property may be disposed of pursuant to Civil Code Section 1988.

Check One:

_____(1) "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 is sold 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."

_____(2) "Because this property is believed to be worth less than \$700, it may be kept, sold, or destroyed without further notice if you fail to reclaim it within the time indicated above."

Dated: _____
(Signature of landlord)

(Type or print name of landlord)