

**NOTICE TO LANDLORD TO SURRENDER PERSONAL PROPERTY**

For Use by Residential Tenants Only

**NOTE:** This form is used by a tenant when they have left personal property on the premises and the landlord has not begun the disposition process, to initiate a return of personal property they left behind within 18 days of vacating the premises and reclaim it within 72 hours after payment of removal and storage fees.

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California,

**To Landlord:** \_\_\_\_\_

*Items left blank or unchecked are not applicable.*

**FACTS:**

1. I am a former Tenant under a residential rental or lease agreement
  - 1.1 dated \_\_\_\_\_, at \_\_\_\_\_, California,
  - 1.2 entered into by \_\_\_\_\_, as the Tenant,
  - 1.3 and \_\_\_\_\_, as the Landlord,
  - 1.4 regarding real estate referred to as \_\_\_\_\_

**NOTICE:**

2. Within eighteen (18) days prior to mailing or handing this notice to Landlord, I vacated and delivered possession of the premises to Landlord; or
3. This notice is a request for Landlord to surrender to me personal property not owned by Landlord and described below which was left on the vacated premises.
4. I understand:
  - 4.1 This notice must be mailed within eighteen (18) days after I vacated the premises.
  - 4.2 Landlord or the Landlord's Manager must have control or possession of the personal property at the time the Landlord actually receives this notice.
  - 4.3 I will pay all reasonable costs actually incurred by Landlord for the removal and storage of the personal property as a condition for the release and return of the personal property.
  - 4.4 Landlord will provide a written itemized demand for payment of reasonable removal and storage fees within five (5) days of actual receipt of this notice unless the property is first returned. The demand for payment of removal and storage fees will be mailed to the address given below or handed to me personally.
  - 4.5 I will claim and remove the personal property at a reasonable time mutually agreed upon by Landlord and myself to occur within 72 hours after my payment of reasonable removal and storage fees demanded by Landlord.
5. Description of personal property to be reclaimed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This statement is true correct.**

Date: \_\_\_\_\_, 20\_\_\_\_\_

Tenant: \_\_\_\_\_

Signature: \_\_\_\_\_

Current mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**For Landlord/Manager's use:**

Date Received: \_\_\_\_\_

By: \_\_\_\_\_