

**COSTS PAYABLE TO RECLAIM PERSONAL PROPERTY**

**NOTE:** This form is used by a property manager or landlord when a tenant has vacated a premises, left behind personal property and initiated a return of personal property they left behind, to itemize the cost of removal and storage fees payable by the tenant as a requisite to the release of the personal property.

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

**To Former Tenant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

*Items left blank or unchecked are not applicable.*

**FACTS:**

1. You were a Tenant under a 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 personal property left on the premises located at \_\_\_\_\_.

**NOTICE:**

2. This demand for costs is in response to your request to Landlord to surrender personal property dated \_\_\_\_\_, 20\_\_\_\_.
3. You or your agent on payment of the cost sought by this demand may claim and remove the personal property at time of payment or within 72 hours after payment.
  - 3.1 The time to claim and recover the personal property within the 72 hour period needs to be arranged by you and mutually agreed upon by you and Landlord.
4. The reasonable costs incurred by Landlord or the value of labor expended on the removal and storage of the personal property left on the premises by the former Tenant are itemized as follows:
  - 4.1 Labor to box or disassemble furnishings . . . . . \$ \_\_\_\_\_
  - 4.2 Removal and transport to storage . . . . . \$ \_\_\_\_\_
  - 4.3 Storage space rental charge . . . . . \$ \_\_\_\_\_
  - 4.4 photocopies . . . . . \$ \_\_\_\_\_
  - 4.5 Long-distance phone calls . . . . . \$ \_\_\_\_\_
  - 4.6 Other . . . . . \$ \_\_\_\_\_
  - 4.7 Other . . . . . \$ \_\_\_\_\_
  - 4.8 Total costs incurred by Landlord . . . . . \$ \_\_\_\_\_
5. Demand is hereby made on you for the total costs itemized and totaled at §4.8 to be paid as a requisite to the release of the personal property you may claim.

**This statement is true and correct.**

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

Landlord/Agent: \_\_\_\_\_ CalBRE: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

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

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