

# Notice to Landlord of Tenant's Intent to Reclaim Personal Property Left on Premises

California Civil Code §1965(a)

To: \_\_\_\_\_  
(name and address of landlord)

From: \_\_\_\_\_  
(name and address of tenant)

Dear: \_\_\_\_\_,  
(name of landlord or manager)

I am writing to you as owner/operator of the rental property commonly known as: \_\_\_\_\_.  
(address of rental unit)

At the time I vacated the above named premises the following personal property was left at the above named address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
[description of personal property].

I request that you surrender to me the above mentioned items of personal property pursuant to *California Civil Code §1965(a)*. Please contact me at your earliest convenience, so that you may provide me with an opportunity to retrieve these items of my personal property.

I am available at: \_\_\_\_\_  
[tenant's telephone number]

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
(Tenant's Signature)

\_\_\_\_\_  
(Date)