

**Form 18
(Instructions)**



ABANDONMENT PROCEDURE

You must have reasonable belief that the premises or personal property has been abandoned where that personal property remains on the premises after a tenancy has terminated. You must give written notice to the renter and to any other person you reasonably believe to be the owner of the personal property. The notice must describe the personal property in a manner reasonably adequate to permit the owner of the property to identify it.

1. The rent must be at least 14 days past due.
2. On or after the 15th day, serve "Notice of Belief of Abandonment" (Form 18A). Serve in person (if possible) or by mailing it to the premises and to any other known addresses where the renter may be reached.
3. If the renter has not responded by the termination date, you may take possession of the premises and re-rent them.
4. If the renter has left personal property in the premises after termination of the tenancy, you serve, in the same manner as in step 2, the "Notice of Right to Reclaim Abandoned Property". If the reasonable estimate of the value of the property is less than \$700.00, use form 18B. If over \$700.00, use Form 18C.
5. You must carefully inventory every item regardless of worth and hold for another 18 (or 15) days before disposing of it. But you may remove it from the premises and store it elsewhere during this period.
6. If the value of the property is under \$700.00, you may dispose of it as you see fit; if value is more than \$700.00 it must be sold at public auction.

Form 18A



NOTICE OF BELIEF OF ABANDONMENT

TO: _____
(Lessee/Renter)

THIS NOTICE IS GIVEN pursuant to Section 1951.3 of the Civil Code concerning the premises leased by you at _____
(Address)

The rent for the above described premises has been due and unpaid for 14 consecutive days and the Lessor/Owner believes that you have abandoned the property.

THE PREMISES WILL BE DEEMED ABANDONED within the meaning of Section 1951.2 of the Civil

Code and your lease will terminate on _____ 20_____
(15 days if personal service, 18 if mailed)

unless before such date the undersigned receives at the address indicated below a written notice from you stating **both** of the following:

- (1) YOUR INTENT NOT TO ABANDON THE REAL PROPERTY.
- (2) AN ADDRESS AT WHICH YOU MAY BE SERVED BY CERTIFIED MAIL IN ANY ACTION FOR UNLAWFUL DETAINER OF THE REAL PROPERTY.

You are required to pay the rent due and unpaid on this real property as required by the lease, and your failure to do so can lead to a court proceeding against you.

DATED: _____

Signature

Type or Print Name

Address of Owner/Lessor

Form 18C



NOTICE OF RIGHT TO RECLAIM ABANDONED PROPERTY
 (Property worth more than \$700.00)

TO: _____
 (Name of former renter)

 (Address of former renter)

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)

Unless you pay the reasonable cost of storage for all of the above-described property, and take possession of the property which you claim, not later than _____ 20____,
 (15 days if personal service, 18 if mailed)
 this property may be disposed of pursuant to Civil Code Section 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 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 received the money.”

DATED: _____

 Signature

 (Type or Print Name of Owner)

 (Telephone Number)

 (Address)

Form 18B



NOTICE OF RIGHT TO RECLAIM ABANDONED PROPERTY
 (Property worth less than \$700.00)

TO: _____
 (Name of former renter)

 (Address of former renter)

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)

Unless you pay the reasonable cost of storage for all of the above-described property, and take possession of the property which you claim, not later than _____ 20____,
 (15 days if personal service, 18 if mailed)
 this property may be disposed of pursuant to Civil Code Section 1988.

"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

 (Type or Print Name of Owner)

 (Telephone Number)

 (Address)