

## FORM: ABANDONED PERSONAL PROPERTY

### SAMPLE NOTICE

*Pennsylvania law requires the notice to be in substantially the following form:*

Personal property remaining at

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Address

is now considered to have been abandoned. Within ten days of the postmark date of this notice, you must retrieve any items you wish to keep or contact your landlord at

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Telephone Number and Address

to request that the property be retained or stored. If requested, storage will be provided for up to thirty days from the postmark date of this notice at a place of your landlord's choosing, and you will be responsible for costs of storage.

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*{ Summary of the abandoned personal property law, effective December 22, 2014, regarding notice:*

- ***Personal property may be deemed abandoned only if:***
  1. *The tenant vacated the unit at the end of the term of a written lease.*
  2. *An eviction order or order for possession and the tenant has vacated and removed substantially all personal property.*
  3. *An eviction order or order for possession has been executed.*
  4. *The tenant has provided written notice of a forwarding address and has vacated the unit and removed substantially all personal property. OR*
  5. *The tenant has vacated without communicating an intent to return, the rent is more than fifteen days past due and, subsequent to those events, the landlord has posted notice of the tenant's rights regarding the property.*
- ***Prior to removing or disposing of abandoned property the landlord must provide written notice of the tenant's rights regarding the property. The tenant shall have ten days from the postmark date of the notice to retrieve the property or to request that the property be stored for an additional period not exceeding thirty days from the date of the notice. If the tenant so requests, the landlord must retain or store the property for up to thirty dates from the date of the notice. Storage will be provided at a place of the landlord's choosing and the tenant shall be responsible for costs. At all times, the landlord shall exercise ordinary care in handling and securing the tenant's property and shall make the property reasonably available for purposes of retrieval.***
- ***Notice shall be sent by first class mail to the tenant at the address of the leased premises and to any forwarding address provided by the tenant, including any address provided for emergency purposes.***