



Notice regarding property left behind after move-out (NY landlord)

NOTICE REGARDING PERSONAL PROPERTY LEFT AT PREMISES

Date: [date]

To: [Former tenant name]

Last known address / forwarding address: [address, if known]

Re: Personal property remaining at [rental address, unit]

This is to notify you that after your move-out on [move-out date], the following personal property was found remaining at the above premises:

[Description of items — be reasonably specific, e.g., "a mattress, a dresser, three boxes of clothing and books"]

[Add additional items as needed]

This property is being held for you to reclaim. Please contact me at [phone/email] within [e.g., 15-30] days of the date of this notice to arrange pickup during reasonable hours.

If I do not hear from you or the property is not retrieved by [specific date], I intend to consider the property abandoned and dispose of it, donate it, or discard it, as I deem appropriate, without further notice.

If you dispute that this property was abandoned, or believe additional items are missing, please contact me immediately at the information above.

Sincerely,

[Landlord / agent name]

[Contact information]