

**PERSONAL PROPERTY NOTIFICATION**

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

Date of Repossession: \_\_\_\_\_

To: \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Collateral Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VIN #: \_\_\_\_\_

You are hereby notified that the above described collateral was repossessed by authority of the lien holder. Any inquiry with regards to this collateral MUST be directed to the lien holder.

You are further notified that all loose items of personal property contained in or on the collateral at the time of repossession have been removed, inventoried and placed in secured storage. If this personal property is not claimed by you or your personal representative within forty-five (45) days of this letter, it will be disposed of at our discretion. Should you decide to send a personal representative, please call for further instructions.  
NO FURTHER NOTICE WILL BE SENT.

There will be a service charge of \$\_\_\_\_\_ for inventory and storage, and it will be necessary to bring the correct amount as we do not keep change or accept checks.

You may retrieve your personal property, by appointment, Monday through Friday during the hours of \_\_\_\_\_ AM to \_\_\_\_\_ PM. Please bring keys to the collateral and picture ID.

Sincerely,

\_\_\_\_\_  
(Company name)

\_\_\_\_\_  
(Telephone number)