

Date _____

Tenant _____

Re: NOTICE OF SALE OF PERSONAL PROPERTY

("Landlord") _____

("Premises") _____

To Whom It May Concern:

Demand is hereby made that you pay the moving and storage charges of \$ _____. If you fail to pay these charges within ten (10) days, your property will be sold.

DATE OF SALE: _____

TIME OF SALE: _____

LOCATION OF SALE: _____

TERMS OF SALE: An inspection period and inventory will be available to all bidders thirty (30) minutes prior to the sale. Upon final Bid, the higher Bidder must deposit \$1,000 cash deposit, or the bid will not be accepted. Payment, in full, in cashiers check payable to Landlord, must be made prior to 5:00 p.m. the day following the sale. Failure to make full payment will cause the property to be sold to the next lower bidder which agrees to purchase the property for his / her bid. The \$1,000.00 cash deposit will be refunded upon removal of the personal property and restoration of the premises (disconnections of electrical and plumbing fixtures must be performed by licensed contractors and leave the premises in usable condition without any hazards. Landlord may credit bid and / or bid at the auction, as it / he desires.

If you have any questions, please feel free to contact me.

Sincerely,

Landlord