

Notice Template: Engaging a Towing Company for Property Removal

[Your Company's Letterhead]

Date: [Insert Date]

To: [Tenant's Name] [Tenant's Last Known Address]

Subject: Notice of Property Removal by Towing Company

Dear [Tenant's Name],

This notice is sent to you under the AZ Self Service Storage Lien Act. You are in Default of your obligations to pay rent or otherwise comply with the Rental Agreement. As a result, we are notifying you that we have engaged a towing company for the removal of property located at [Property Address].

Towing Company Details:

- **Name:** [Towing Company Name]
- **Address:** [Towing Company Address]
- **Telephone Number:** [Towing Company Phone Number]

Cure Deadline:

To prevent the removal of your property, you must cure the default by [Specify the Action, e.g., making the necessary payment] by [Deadline Date], which is at least eleven days from the date of this notice.

Important Information:

If the default is not cured by the specified deadline, the towing company will proceed with the removal of your property. Upon removal, a receipt of the property will be provided by the towing company, and you will no longer have any claim to the property.

Proof of Notice:

This notice has been sent via verified mail/email, and proof of sending (e.g., return receipt) will be maintained for our records

Post-Removal Procedure:

Once the property is removed and in the possession of the towing company, neither [Your Company Name] nor the towing company will be liable to you or any other person claiming an interest in the property.

If there are any items deemed to be Protected Property (As defined by the Act) located in the Vehicle stored, Owner is not aware of these items unless we have otherwise been notified by you in writing in the Rental Agreement. As such, Owner is not responsible for loss or release to the public of any Protected Property when the vehicle is towed.

If you have any questions or need further clarification, please contact us at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]

Instructions:

1. Send Notice to Occupant:

- At least Eleven days before the property removal date, send this notice to the occupant via verified mail or email to their last known address.
- Include the name, address, and telephone number of the towing company.

2. Maintain Proof of Sending:

- Keep proof of sending the notice, such as a return receipt for verified mail.

3. Removal of Property:

- If the occupant does not cure the default by the specified deadline, proceed with the property removal by the towing company.
- Obtain a receipt of the property from the towing company once it is removed.

4. Post-Removal Procedure:

- Once the property is received by the towing company, document the process, including the date of removal and the towing company's details.
- Ensure all records are easily accessible for reference in case of disputes or legal inquiries.