

### **Request for Property Instructions**

1. Print out the letter
2. Fill out the enclosed letter. If you need help filling out the letter, call HOME Line @ 612-728-5767 in the metro area or 866-866-3546 if you are a long distance call and a tenant advocate will be happy to help you fill out the information.
3. Make sure the letter is signed and dated.
4. Make a copy of the letter. Keep it for your personal file.
5. Send the original request by first mail (regular 39 cents) to the landlord or property owner (whoever you pay rent to or is named on the lease).
6. If the landlord or property owner fails to return your property, call HOME Line back and a tenant advocate will discuss further options with you.

**NOTICE OF PROPERTY CONFISCATION**

To: \_\_\_\_\_ (Landlord's name)  
\_\_\_\_\_ (Street)  
\_\_\_\_\_ (City, Zip Code)

I, (tenant's name) \_\_\_\_\_, claim you have intentionally confiscated my property and are holding it at: (address) \_\_\_\_\_, \_\_\_\_\_.

I wish to inform you that Minnesota Statute § 504B.101 forbids a landlord from holding a tenant's personal property, even if the tenant is behind on rent. Such conduct may constitute a crime.

As required by Minnesota Statute § 504B.271, you must allow me to take possession of my personal property within: (check applicable clause)

- 1) 24 hours (excluding weekends and holidays) if the property is stored on the premises.
- 2) 48 hours (excluding weekends and holidays) if the property was removed and is now stored off the premises.

If you fail to do so, I may sue for punitive damages of up to \$300 in addition to the actual value of my property, as well as reasonable attorney fees.

Furthermore, Minnesota Statute § 504B.271 forbids the landlord from imposing any fees on the tenant before the tenant picks up his/her property. If you or your agent attempt to charge me any fees up front for return of my property, you will have violated the statute.

I sincerely hope you consider these consequences and you allow me immediate access to my personal property within the required time. I will pick up my property at: (time and date) \_\_\_\_\_. I can be reached at (tenant's phone number) \_\_\_\_\_.

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Date signed